Special Education Reporting

System User Guide

Version 4.0

Ollie S. Tyler, Acting
State Superintendent of Education

Issued: March 2006
Last Revised: October 2011

Louisiana Department of
EDUCATION

Table of Contents

SER

1.1 Introduction

The Special Education Reporting (SER) System for the Louisiana Department of Education (LDE) is a Web-based system designed to replace the mainframe-based Louisiana Network of Special Education Records (LANSER).

The Special Education Reporting (SER) System provides for the establishment of a statewide special education student database from which specified reports from the student record can be generated. The specified reports generated enable special education personnel to follow the provision of services to individuals; to monitor the timeliness and appropriateness of these services when judged against the sections of the Regulations for Implementation of the Children with Exceptionalities Act, R. S. 17:1941 et seq., implementing ACT 754 and the Individuals with Disabilities Education Act (IDEA, Part B and Part C), which pertain to the individual student; and to ascertain through analysis local technical assistance needs. Special education personnel have the ability to collect, report, and process information on individual students through automated means. Data are captured on an individual from the point of referral to pupil appraisal personnel and from the provision of services until the time of exit from special education.

SER provides for data entry, editing, inquiry and reporting that assists the Louisiana Department of Education (LDE)/Information Technology Services (ITS) Division, Special Populations Division and Local Education Agencies (LEAs) in determining adherence to regulations implementing Act 754, IDEA and MFP.

In March 2007, the IEP Forms component was added to facilitate the IEP process; it allows online processing of IEPs.

In April 2008, all LEAs were required to submit IEPs to the LDE through SER IEP Forms.

In September 2008, all LEAs were required to submit Services Plans to the LDE through SER IEP forms.

The SER system can be accessed at the following web address: https://serp.doe.louisiana.gov/ser.

1.2 Security

Before users can fully access the SER system, they will be prompted to provide a valid user name and password. These credentials will determine which students can be accessed, as well as determine exactly what functionality they have access to within the application.

Figure 1 – Login

The full user name consists of the letter 'E' plus six characters. The first three numbers are the LEA's sponsor code.

Passwords must follow the Security and Confidentially statement of the Louisiana Department of Education (see Appendix B – Security and Confidentiality).

If access to SER is needed, please complete the Security Request form. The link to the form is: http://www.doe.state.la.us/lde/uploads/7965.doc . Access is granted by the LEA security coordinator.

1.3 SER Home Page

The SER Home page is the first page the user will see after logging into the system. This page provides important information regarding usage of the system. If there is any important information regarding the status of the system, such as scheduled down time of the system, it will be highlighted on this page. Please be sure to make note of any and all information on this page.

Click the Continue button to advance to the Student Search page.
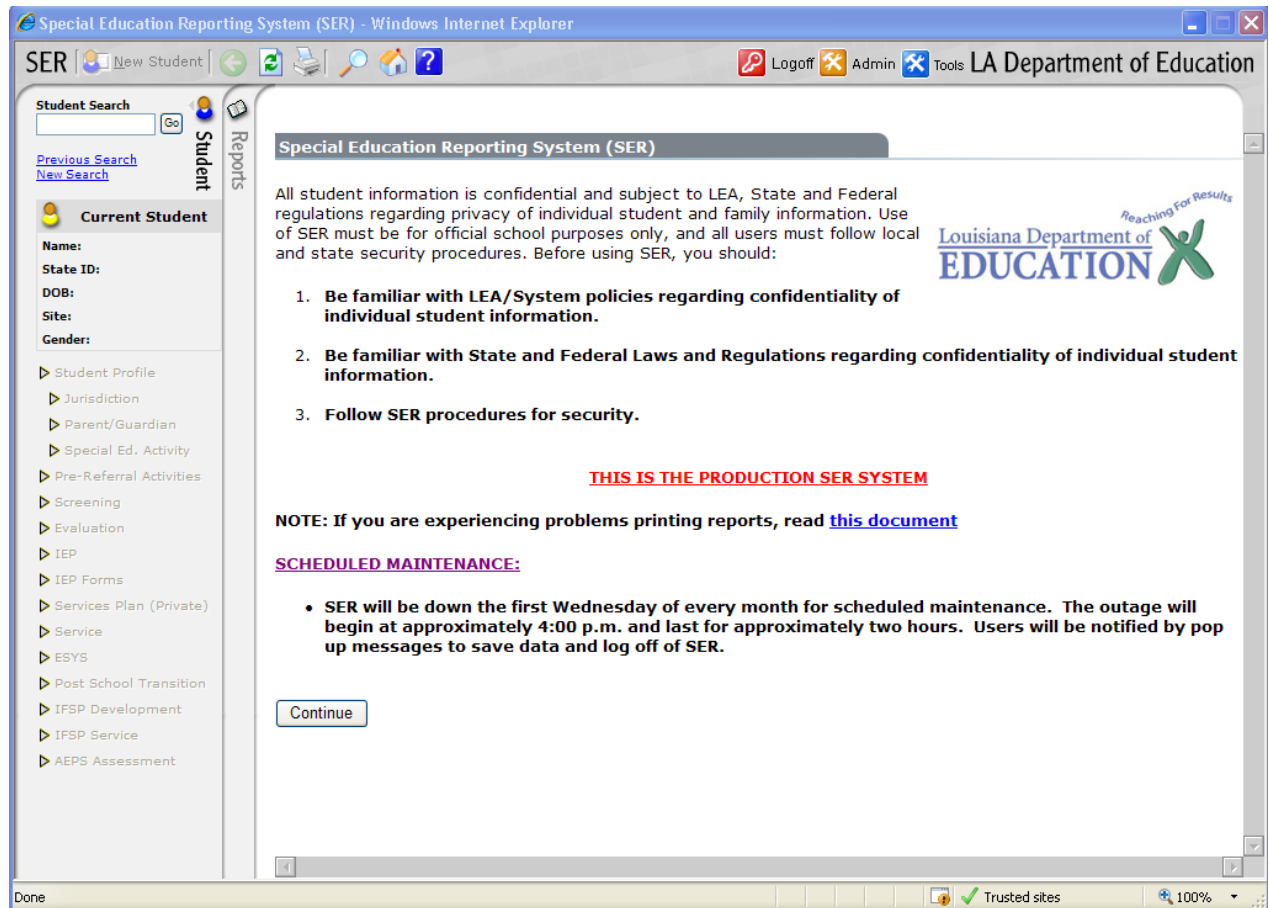
Figure 2 – SER Home Page

1.4 Date Pop-Up

Dates are an important part of the SER System. A calendar icon is displayed next to each date field throughout the SER application, such as in Figure 3 – Sample Date Field.

DOB: 5/5/1995

Figure 3 – Sample Date Field

When the calendar icon is clicked, a Date Selector Pop-Up will appear. If the field already contains a date, that date will already be selected in the pop-up (see Figure 4) by a dark grey box around the date. If the field does not already have a date entered or selected, the current date will be highlighted in the pop-up but not selected in a light gray box (see Figure 5). To select a specific day, click on the date and that value will be automatically entered into the field.

To quickly change to a specific month or year in the Date Selector Pop-Up, select the appropriate month or year from the available listings at the top of the Date Selector Pop-Up window. Once a month or year is selected from the listing, the calendar displayed below will automatically shift to the corresponding month and year.

To move forward or backward, one month at a time, click the "<" or ">" links on the calendar title.

To select no date (meaning, make the date field blank), click the NONE button at the bottom of the pop-up window.

To cancel the date selection and leave the date field as it was, simply close the Date Selector Pop-Up window by clicking the ☒ at the top right corner of the Date Selector Pop-Up window.

Figure 4 – Date (Previously Selected Date)   **Figure 5 – Date (Current Date)**
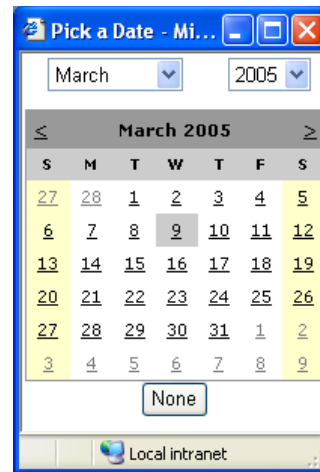
1.5 Common Page Features

All pages that are used to input data or modify data display a tool bar along the top of the page that provides common functions for that specific page. Some pages may or may not have all the buttons, but each page will have some combination of the buttons displayed below.

Save Close ✖ Cancel   ✕ Delete

Figure 6 – Sample Page Function Bar

1.6 Save

The Save button (see Figure 7) will attempt to save the data on the page. A successful save should reload the page and display a notification at the top of the page.

If a save is **not** successful, no change or additional data is stored in the database. An error message will display at the top of the page, detailing the reasons why the save was not successful. Before a record can be saved, each error listed must be corrected.

For assistance, refer to the Troubleshooting section at the end of this document.

Figure 7 – Save Button

1.6.1.1 Errors/Data Validation

Most pages contain fields of data that are required before a record can be saved. When attempting to save a record, if there is any missing data or improperly formatted data, a listing of the errors will display at the top of the page (see Figure 8).

The following is a list of common fields that require specific formatting:
- Date fields require one of the following formats
  - M/D/YYYY (Month, a forward slash, Day, a forward slash, 4 digit Year)
  - M-D-YYYY(Month, a dash, Day, a dash, 4 digit Year)
- Social Security Number/State ID fields require one of the following formats
  - 888-88-8888 (3 numbers, a dash, 2 numbers, a dash, and 4 numbers)
  - 888888888 (9 numbers)

If the data entered does not conform to these formats, an error message will display at the top of the page (see Figure 8). A red asterisk will display beside each field that contains an error.

Figure 8 – Sample Page Error and Data Validation Message

1.6.2 Close

The Close button (see Figure 9) will close the record without saving any changes to the information on the current record and return to the previous section.

For example, if the user is working on an existing IEP record and clicks the Close button, the IEP listing page will display.

📁 Close

Figure 9 – Close Button

If any of the data on the page has been modified and has not been saved, a prompt will display.
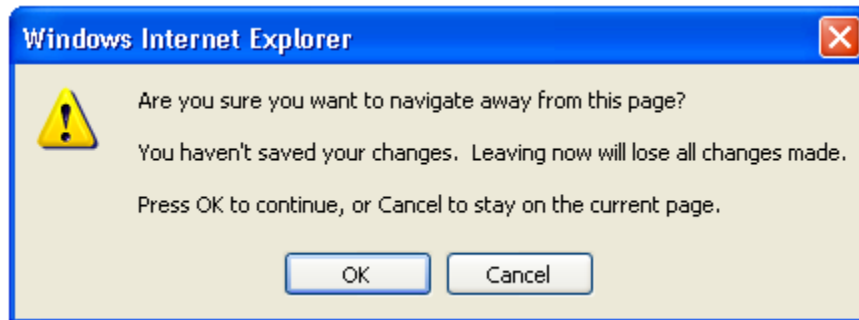
Figure 10 - Prompt Before Exiting without Saving

1.6.3 Cancel

The Cancel button (see Figure 11) will cancel any changes made to the information on the current record and reset all the values on the page back to the state they were in the last time that specific record was saved.

✖ Cancel

Figure 11 – Cancel Button

For example, if the Meeting Date and Current Grade are changed on an existing record and the Cancel button is clicked, the Meeting Date and Current Grade will be reset back to their original values. If the record is new, every field will be reset back to the default or blank values.

If the record has been saved since making modifications to the information in it, the Cancel button will not undo any changes before the save was completed, but will reset each field back to its value at the point in time that the last record was saved. The Cancel button will not remove or delete any previously saved data.

1.7 Delete

The Delete button (see Figure 12) will delete the current record and all related records that depend upon the current record. When the Delete button is clicked, the user will be prompted to confirm the deletion of the record (see Figure 13). This prevents the accidental deletion of records. To delete the record, click OK. To cancel the delete, click the Cancel button.

Figure 12 – Delete Button
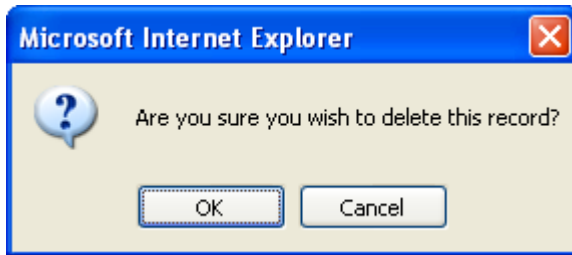
Figure 13 – Confirm Delete

If a delete is not successful, no change is stored in the database and the page will display a message detailing the errors associated with the unsuccessful delete.

1.7.1 Record Information

At the bottom of each page is a Record Information area that displays the user and date the current record was created and last modified.

If working with a new record, the Record Information area will appear upon a successful save.

Each record in the system retains an audit log. This is designed to provide an historical view of each record in the system. This does not mean that data can be rolled back to a previous state. In order to undo a change, the record must be edited and the fields set back to the values as they originally existed.

Figure 14 – Sample Record Information Area

1.7.2 Read Only Access

Users may have read-only access to a student's information. In this case, the Save and Delete buttons will be disabled, the student's information will be displayed so that it cannot be changed, and adding new records of the various Student Options will not be enabled.

1.7.3 Leaving Pages without Saving Modified Data

If the user attempts to switch to another page after modifying student information without saving those changes first, the user will be prompted to confirm that they wish to exit the page without saving the modifications. To continue leaving the page without saving the modified information, click OK. To cancel and return to the page so that the modifications may be saved, click the Cancel button. The user can then proceed with the save as defined above.
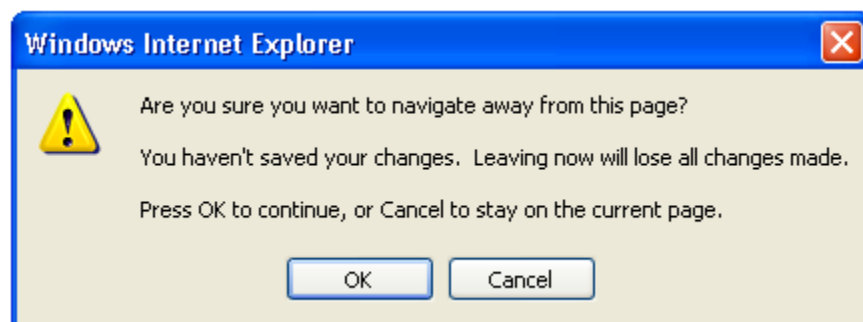

Figure 15 – Changes Made Prompt

1.8 Student Search

The student Search page allows the user to quickly retrieve a student or a group of students matching the specified search criteria.

To find a single student or group of students, enter the criterion that uniquely identifies the student or the group; then click the Search button to perform the search. The results will be listed on the lower portion of the search page (see Figure 17). The search will list up to 200 students that match the search criteria.

To reset the search back to the default blank values, click the Clear button.

The matching students are displayed with the following columns in order to better assist in identifying the student:
- State ID
- Name
- Birth Date
- Gender
- Ethnicity
- Jurisdiction
- Site
- Last IEP/SP
- Last Evaluation

Click on any of the column titles to sort by that field. For example, clicking on the Ethnicity column title will sort the matching records by the student's Ethnicity. Or clicking on the Date of Birth will sort the matching records by the student's Birth Date. Click on the same column a second time to reverse the order of the sorting. For example, clicking on the Name column will sort by students' names alphabetically from A to Z. Clicking on the Name column a second time will sort by students' names alphabetically from Z to A.

In order to view a student and his or her related information, click on the student's State ID to view that student's Student Profile page (see section 1.11 *Student Profile*).

The Student Search listing of results displays twenty (20) records at a time. If twenty (20) or fewer records are returned, the number one (1) will be displayed below the listing. This identifies that Page 1 of 1 is currently being displayed. If more than twenty (20) records match the search criteria, clicking on one of the page numbers at the bottom of the result listing will switch from any page to the selected page number. The current page will appear in bold; other page numbers will appear in blue.

If no records match the search criteria, a message stating that no records were found will be displayed (see Figure 16).
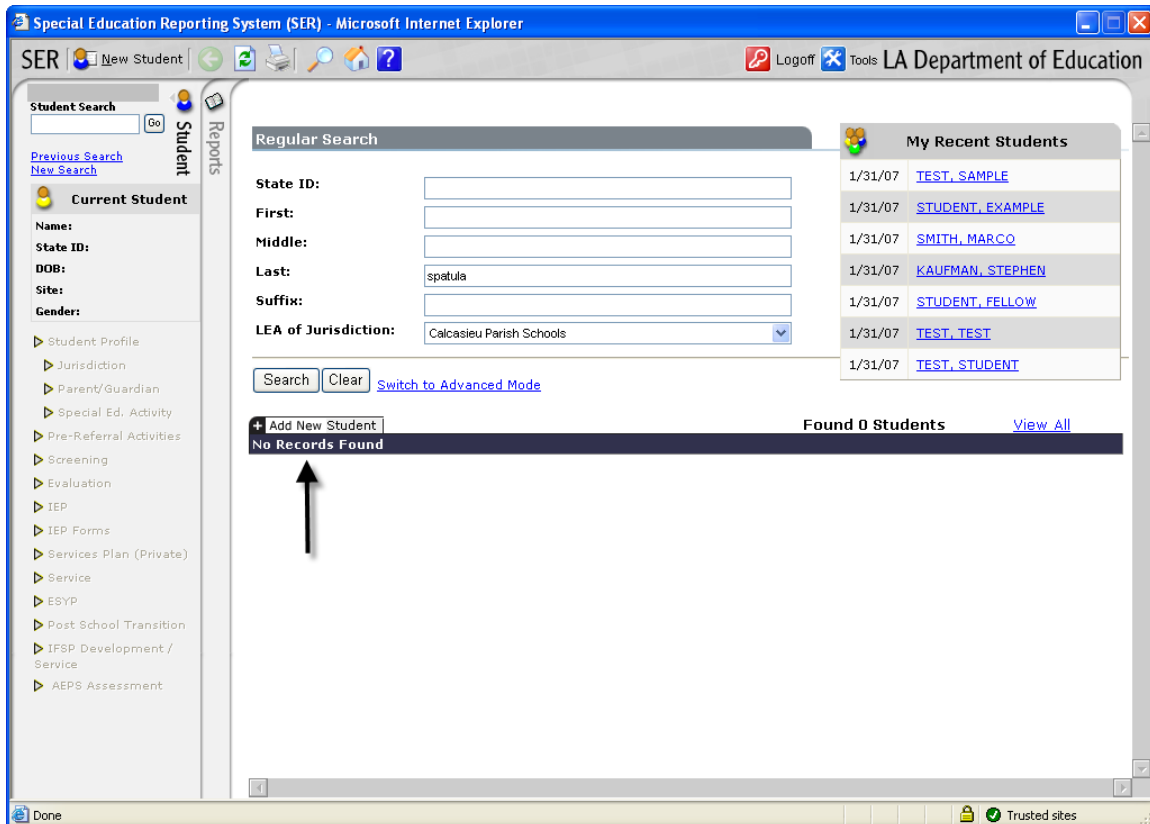
Figure 16 – Student Search – No Records Found

Located above the result listing is an Add New Student button. Click this button to enter a new student who is not currently listed in the SER System. Be sure to search for this student prior to attempting to add a new student in order to ensure that the student is not already in the system. However, if an attempt to add a student who is already in the system is made, a listing of potential duplicate students will be displayed. This will be covered in more detail in section 1.11.2 Duplicate Students.

1.8.1 Regular Student Search

The default search mode is the Regular Student Search. In this mode, search for a student utilizing any combination of the following student fields:

- State ID
- First Name
- Middle Name
- Last Name
- Suffix
- LEA of Jurisdiction

To switch to the Advanced mode (see 1.8.2 Advanced Student Search), click the Switch to Advanced Mode link next to the Search and Clear buttons.

Figure 17 – Regular Student Search

1.8.2 Advanced Student Search

In the Advanced Student Search mode, search for a student utilizing any combination of the following student fields:

- State ID
- First Name
- Middle Name
- Last Name
- Suffix
- LEA of Jurisdiction
- Gender
- Ethnicity
    - Hispanic/Latino
    - American Indian or Alaskan Native
    - Asian
    - Black or African American
    - Native Hawaiian or other pacific islander
    - White
- Date of Birth
- LEA of Jurisdiction
- School Code (site)
- Previous LEA of Jurisdiction
- Local Student ID
- Show Inactive

By default, only active students are included in the search results. To include inactive students, check the Show Inactive button and perform the search as normal.

To switch to the Regular mode (see 1.8.1 Regular Student Search), click the Switch to Regular Mode link next to the Search and Clear buttons.

Figure 18 – Advanced Student Search

1.8.3 Recent Students

In the top right corner of the Student Search page is an area that displays up to seven (7) of the last students modified by the user (see Figure 19) and the dates last accessed. The listing is available in order of last modified to help the user quickly return to a specific student's record.

There are limitations to this listing. Currently, the information is stored in a web browser cookie. A cookie is a small file containing a limited amount of information that is stored on a computer. This cookie is unique to each computer. In other words, if a user usually works on Computer #1, but today decides to work on Computer #2, the students accessed on Computer #1 will not appear in My Recent Student listing on computer #2 and vice versa. The cookie is unique to each computer. No student-identifying information is stored in the cookie.
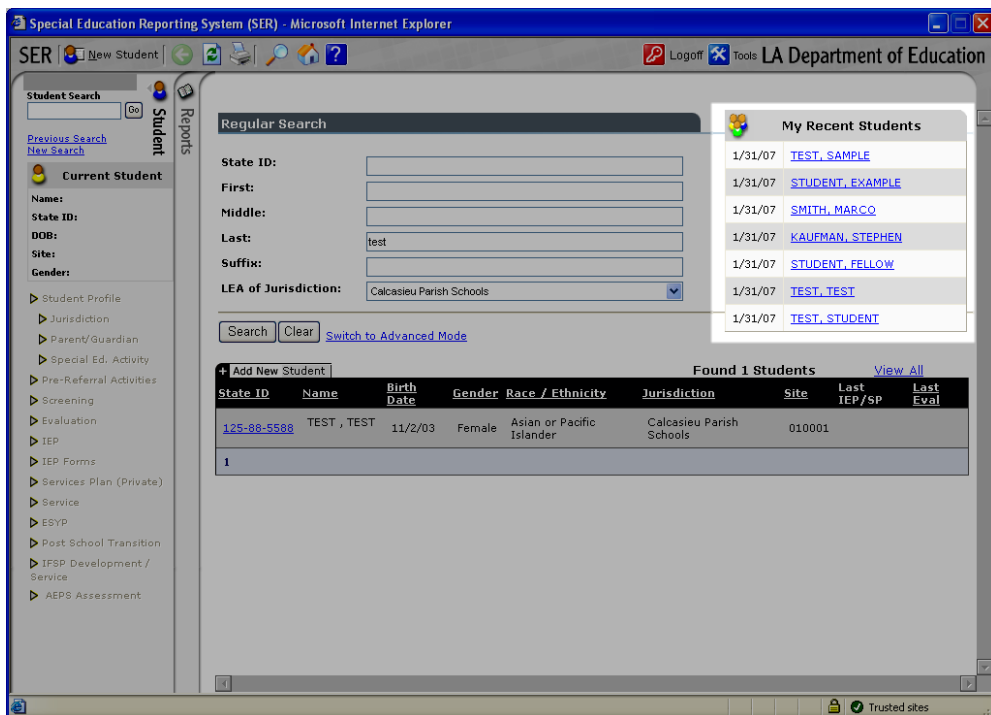
Figure 19 – Recent Students

1.9 Student Tab

The Student tab provides a quick way to search for students, track which student is currently being worked on, and easily move between different information areas of a student's record.

The Student tab is open by default. To hide the information and options listed in the Student tab, click on the Student icon/title. The page will refresh, with the student information and options hidden. Similarly, to open the Student tab, click on the Student icon/title.

Figure 20 – Student Tab (Opened)

Figure 21 – Student Tab (Closed)

1.10 Student Quick Search

The Student Quick Search allows for a basic student search using common information. To perform a Student Quick Search, enter the search criteria into the Student Search Box and click the Go button.

The Student Quick Search accepts the following search options:
- Last Name only
- Both First Name and Last Name
- Last Name, First Name
- State ID

Also provided in this area are two links, Previous Search and New Search. To return to the previous search and its search criteria, click the Previous Search link. To start a new search, click the New Search link.
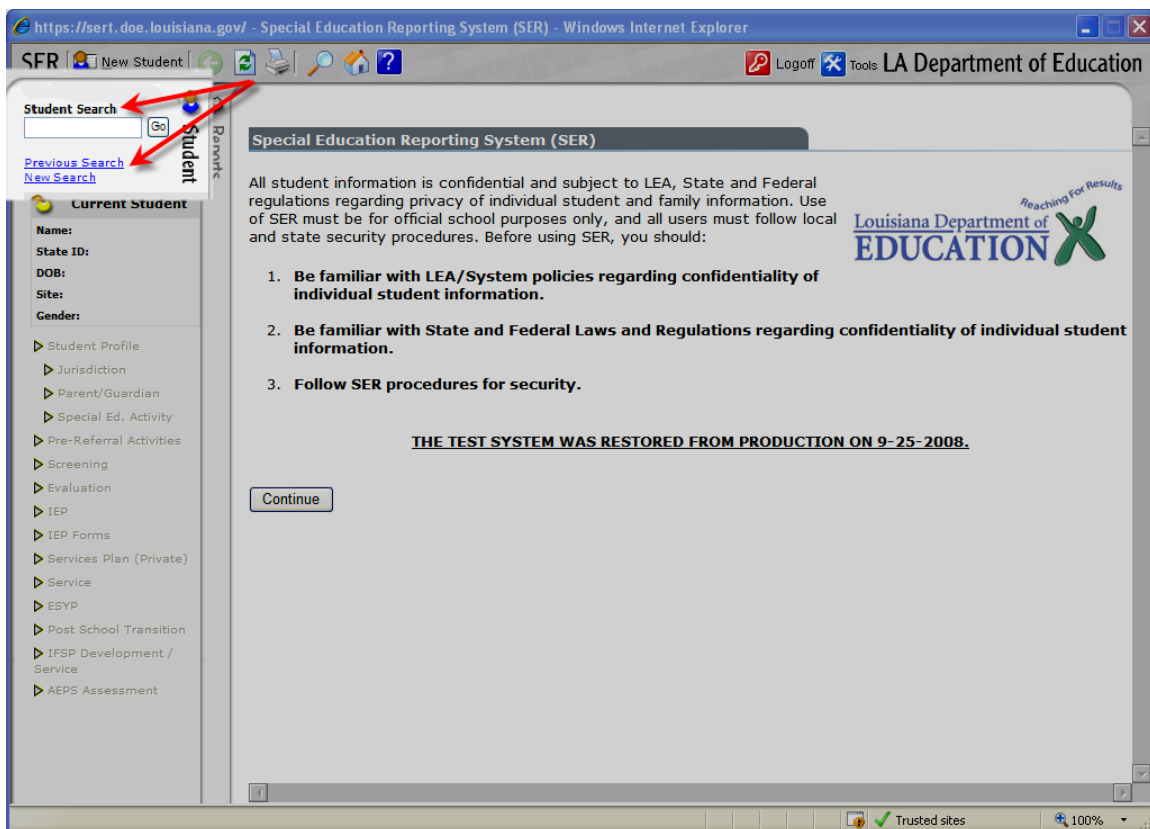
Figure 22 – Quick Student Search

1.10.1 Current Student

SER allows access to only one student record at a time. The Current Student area contains basic information, such as Name, State ID, Date of Birth and Gender of the student currently accessed. When a student record is selected from the Student Search page (see section 1.8) or the My Recent Students area (see section 1.8.3 Recent Students), this area will be updated to show record information for that single student.

If no student has been selected or if currently adding a new student, this area will remain blank. It will also be blank when the user returns to the Student Search page.

Figure 23 – Current Student

1.10.2 Student Options Area

The Student Options area appears in the Student tab, directly below the Current Student area. If no student is currently select, the various options will be visible, but they will not be active. When a student is selected or a new student has been successfully saved, the links in the Student Options area will become active.

These options are the main information areas that are captured for a student. Once a student is selected, the Student Profile page is displayed. Figure 24 shows the Student Profile link highlighted in yellow, signifying that the user is currently in the Student Profile area. These options are directly related to the current student, whose basic information appears in the Current Student area directly above the Student Options area.

Click the link to access the corresponding page.

Figure 24 – Student Options

1.11 Student Profile

The Student Profile page is the first main page seen after a student is initially selected or when adding a new student.

The Student Profile page contains the following fields of information:
- State ID *(required)*
- First Name *(required)*
- Middle Name
- Last Name *(required)*
- Suffix
- Date of Birth *(required)*
- Current Grade *(required)*
- Gender *(required)*
- Hispanic/Latino *(required)*
- Racial Groups *(required if Hispanic/Latino is "no")*
- Language *(required)*

If values are not entered in any of the required fields, an error message will display, notifying the user to enter values into those fields (see section 1.6.1.1 *Errors/Data Validation*).

Figure 25 – Student Profile

1.11.1 New Student

When adding a new student, the links to the information areas (see section 1.10.2 Student Options Area) are not active until the student record is saved.

Once a new student has been saved, only the Student Profile, Parent/Guardian, Jurisdiction, and Special Education Activity Student Options will be enabled. Once the student has been assigned to an LEA of Jurisdiction, the other Student Options will be enabled.

Figure 26 - New Student

1.11.2 Duplicate Students

When a new student is saved, the system will automatically attempt to verify that the new student does not already exist in the system. If there are any students that appear to be similar or identical to the student entered, a listing of possible duplicates will be displayed.

If the student appears in the listing, clicking on the student's State ID will load that student's record and cancel the creation of the duplicate student.

If the student does not appear in the listing displayed, click the No Duplicate button at the top of the page to continue with the new student.

Figure 27 – Duplicate Student Selection Page

1.12 Parent Guardian

The SER System keeps track of one Parent/Guardian for each student. To enter the Parent/Guardian area, click on the Parent/Guardian link in the Student Options area (see section 1.10.2 Student Options Area).

The Parent/Guardian page contains the following fields of information:
- Title
- First *(required)*
- Middle
- Last *(required)*
- Suffix
- Address *(required)*
- City *(required)*
- State (defaults to Louisiana)
- Zip Code *(required)*

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 28 – Parent/Guardian

1.13 Jurisdiction

A student is "owned" by a single Local Education Agency (LEA) at all times. There are no gaps when a student is transferred from one LEA to another. The End Date of an LEA's jurisdiction is automatically calculated when another LEA assumes jurisdiction.

1.13.1 Jurisdiction History

When the Jurisdiction link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's jurisdiction history will be displayed. The Jurisdiction History listing will display the current LEA of Jurisdiction first, followed by each preceding LEA of Jurisdiction.

The listing will display the following information:
- LEA of Jurisdiction
- Begin Date
- End Date *(for all but the current LEA of Jurisdiction)*
- Local Student ID *(optional field-do not use student's SSN in this field)*
- School Code
- Open Services *(flag Yes or No)*

To view or modify a student's Jurisdiction record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Jurisdiction, click the Add New button at the top of the Jurisdiction History listing.

Figure 29 – Jurisdiction (Historical Listing)

1.13.2 Jurisdiction Add/Edit

The Jurisdiction page contains the following fields of information:
- Begin Date *(required)*
- End Date
- LEA of Jurisdiction *(required)*
- Local Student ID *(required)*
- School Code *(required)*

The Begin Date is the date when the Jurisdiction begins. Once a Jurisdiction has been saved, the Begin Date cannot be changed.

The End Date is the date when the Jurisdiction ends. This date is system-generated based upon the Exit or Re-evaluation decline date.

The Local student ID corresponds to the unique number each LEA assigns to a student for tracking. This can be useful when searching for a specific student, as the main Student Search (see section 1.8) allows for searches using this number.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 30 – Jurisdiction (Add/Edit) with No End Date

If viewing a record where the Jurisdiction has ended, the End Date will be displayed beside the other Jurisdictional information (see Figure 31 – Jurisdiction (Add/Edit) with End Date).

Figure 31 – Jurisdiction (Add/Edit) with End Date and Single LEA

Each User may or may not have access to enter the LEA of Jurisdiction. If the User only has access to one LEA, then every student the User creates will automatically be assigned to that LEA. However, if the User has access to more than one LEA, then an option will be included on the page which allows one LEA to be selected from the listing of LEAs to which they have access.

Figure 32 – Jurisdiction (Add/Edit) with LEA Selection

If the User has LEA level permissions within SER, the student's Jurisdiction can be changed if all the services for the previous LEA have already been closed. Otherwise, a new Jurisdiction record cannot be added.

1.13.3 Changing Sites

The "Change Site" button will display only on open Jurisdiction records. This button is used to changes students from one site to another within the same LEA.

Figure 33 – Jurisdiction Changing Sites

When the button is clicked, the following screen will appear:

Figure 34 – Jurisdiction Changing Sites cont.

Enter the Begin Date of the new Site, the Local Student ID, and the new School Code. If the student is currently receiving Special Education Instruction, the Service Provider, SSN, Service Recipient, and Service Locations fields will display. Enter the new Special Education Provider SSN. Recipient will default to Student and Service Location will default to Special.

Click the Save button.

The following steps will be completed automatically by the SER Application:

1) The current Special Education Instruction record will be closed effective one day prior to the new Begin Date entered (only if student is currently receiving Special Education Instruction)

2) The current Jurisdiction record will be closed effective one day prior to the new Begin Date entered

3) A new Jurisdiction record will be created with the new Begin Date and School Code entered.

4) A new Special Education Instruction record will be created with the new Begin Date and Special Education Provider (only if student is currently receiving Special Education Instruction)

5) "Jurisdiction Successfully Saved" will display.

6) Other messages displayed are:

- "Please verify all services and service providers for this student"
- "Please verify Parent/Guardian Address. (Warning)"

User should verify all services and service providers for this student and make sure that the address information for Parent Guardian is correct.

1.14 Special Education Activity

Each Special Education Activity for a student is automatically generated each time a student enters the system. Each Special Education Activity is tied to the current Jurisdiction, and each Service must be closed out before the Jurisdiction may be transferred to another LEA.

When the Special Education Activity link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's Special Education Activities will be displayed. The Special Education Activity listing will display the most recent Special Education Activity first, followed by each preceding Special Education Activity.

The listing will display the following information:
- Entry Date
- Exit Date
- Exit Reason

If a Special Education Activity is still open, only the Entry Date will be listed.

To view or modify a Special Education Activity record, click on the View/Edit link on the row that corresponds to that specific record.
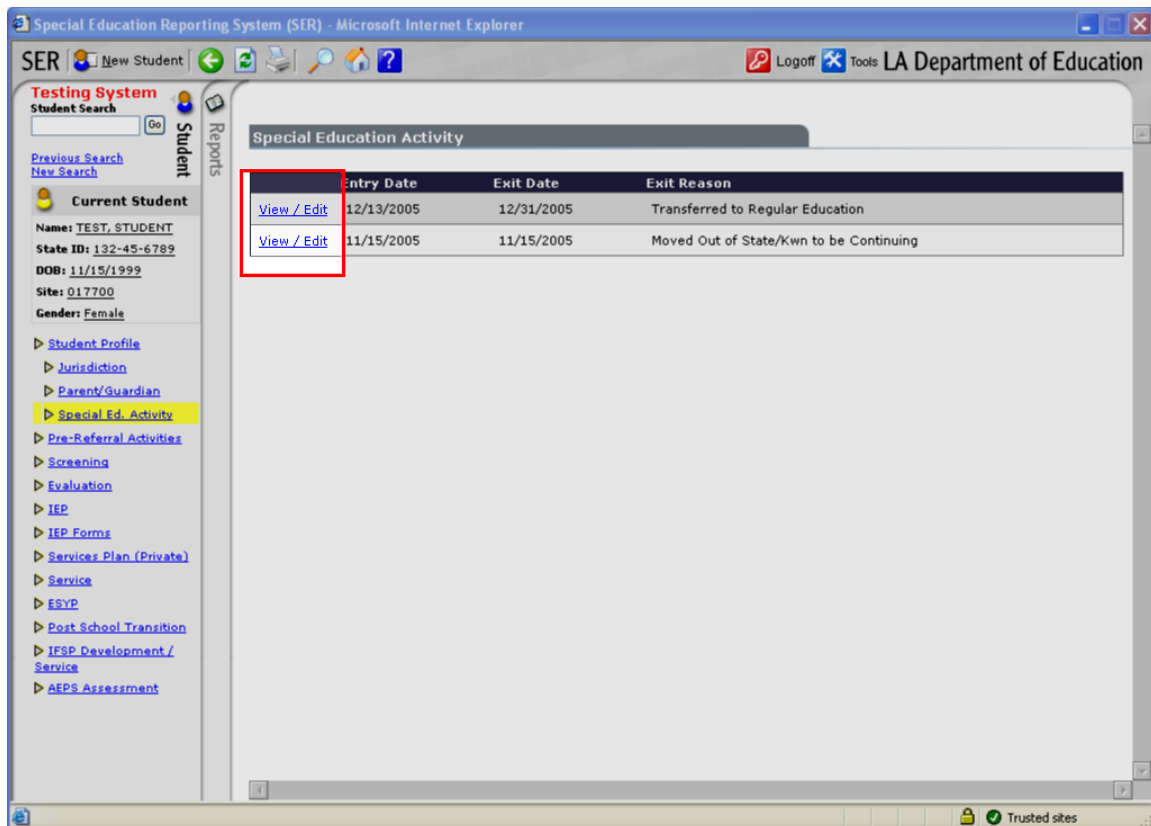
Figure 35 – Special Education Activity Listing

1.14.1 Special Education Activity Edit

The Special Education Activity page contains the following fields of information:
- Entry Date *(non-changeable)*
- Exit Date
- Exit Reason
- Re-Evaluation Decline Date

Special Education Activity records cannot be added directly or deleted. Each Special Education Activity record, as well as the Entry Date, will automatically be created when an IEP or a Services Plan is first entered into the system. The Entry Date will be pulled from the IEP or Services Plan. The Entry Date cannot be changed, as the system automatically generates this date based on other records entered into the system.

If the student has exited with one of the non-terminal exit reasons, and the Re-Evaluation has been declined, enter the date in the Re-Evaluation Decline Date.

The following are Non-Terminal Exits:
- Certificate of Achievement
- Locally Designed Skills Certificate
- Louisiana Equivalency Diploma (GED)
- GED & Locally Designed Skills Certificate.
- Industry-Based Skills Certificate
- GED & Industry-Based Skills Certificate
- Certificate of Course Work/Activity Completion
- GED
- Dropout

When a student is exiting the system, the exit information must be entered into the Special Education Activity record. Any Services (see section 1.20 *Service*) open for the student will be closed out automatically once the exit information has been successfully saved.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 36 – Special Education Activity Edit

The following Exit Reasons require a Post School Transition:

- High School Diploma
- Certificate of Achievement
- Reached 22nd Birthday
- Locally Designed Skills Certificate
- Louisiana Equivalency Diploma (GED)
- GED & Locally Designed Skills Certificate.
- Industry-Based Skills Certificate
- GED & Industry-Based Skills Certificate
- Certificate of Course Work/Activity Completion
- GED
- Dropout

1.14.2 Closing Jurisdiction when No Special Education Activity Records Exist:

In cases where no Special Education Activity record exists either because an IEP was never completed or the initial IEP was completed and refused by the parent:

1) Click on the Evaluation link. "Close Jurisdiction" tab will display at the top of the page.

1) Click the "Close Jurisdiction" tab and enter the date the student left your Jurisdiction.

This date will be inserted into the 'End Date' field on the Jurisdiction record. When closing these records, be sure the Re-Eval Decline Date is larger than the Jurisdiction Record Begin Date and the Evaluation Report Disseminated Date. This process must be completed through on line entry into SER.

1.15 Pre-Referral Activities

A student may be referred by a teacher, counselor, or other person for Special Education services. This process requires a Pre-Referral Activity record to be created.

When the Pre-Referral Activities' link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's Pre-Referral Activities will be displayed. The Pre-Referral Activities listing will display the most recent Pre-Referral records first, followed by each preceding Pre-Referral Activities.

The listing will display the following information:
- Immediate Referral Reason
- SBLC Entry Date
- SBLC Decision
- SBLC Decision Date
- Transition Part C

To view or modify a Pre-Referral Activities record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Pre-Referral Activities record, click the Add New button at the top of the Pre-Referral Activities listing.
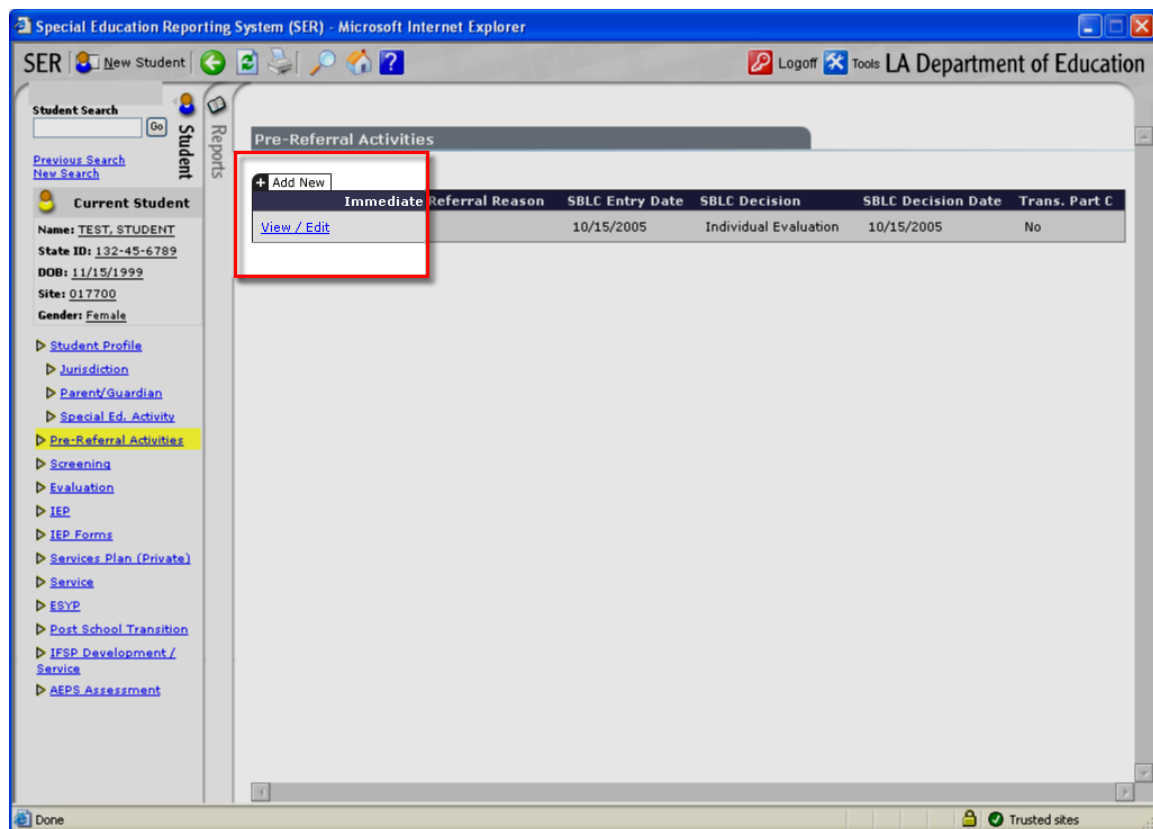
Figure 37 – Pre-Referral Activities Listing

1.15.1 Pre-Referral Activity Add/Edit

If a student has an Immediate Referral Reason, select that reason from the Immediate Referral Reason code listing.

Figure 38 – Pre-Referral Activities

Once an Immediate Referral Reason is selected, all of the other fields on the page will automatically be hidden since they are no longer necessary for the Pre-Referral Activity record.

Figure 39 – Pre-Referral Activity Add/Edit (with Immediate Referral Reason)

If there is not an Immediate Referral Reason, more information is required for the Pre-Referral Activity. The Pre-Referral Activities page contains the following fields of information:

- Grade
- Grade at Pre-Referral *(required)*
- Pre-Referral Reason
- SBLC Entry Date *(required)*
- SBLC Decision *(required)*
- SBLC Decision Date *(required)*
- Surrogate Parent Needed
- Surrogate Assigned Date
- Surrogate Need End Date
- Part C Transition *(required)*
- Transition Meeting Notice Received
- Date Received *(required if Transition Meeting Notice Received)*
- Transition Meeting Attended
- Transition Meeting Date *(required if Transition Meeting Attended)*

Figure 40 – Pre-Referral Activity Add/Edit (without Immediate Referral Reason)

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

1.15.2 Pre-Referral Reason Codes

A Pre-Referral Activity record may have multiple Pre-Referral Reason Codes associated with it.

Select one or more Pre-Referral Reasons from the list provided.

Figure 41 – Pre-Referral Reasons

Figure 42 – Pre-Referral Activity Add/Edit (without Immediate Referral Reason)

To remove a code, click the box again to remove the check mark.

1.16 Screening

A student must have all areas screened in order to help identify exactly what types of services are needed.
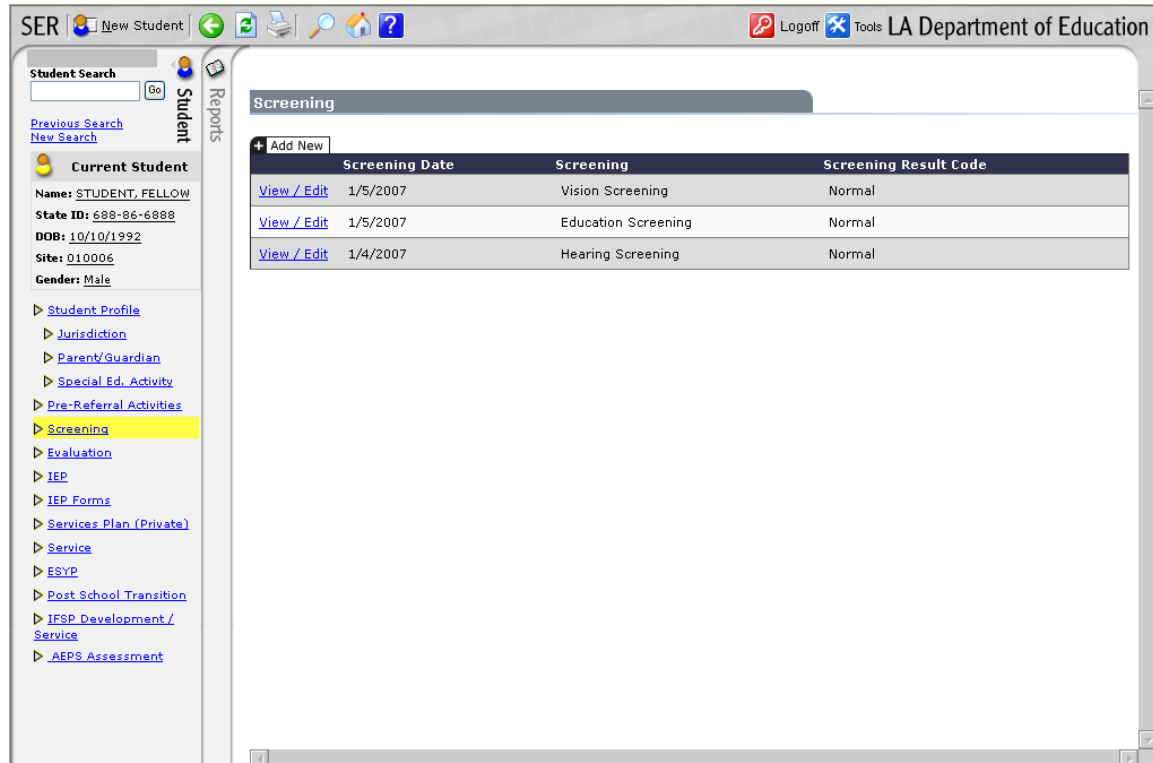
When the Screening link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's Screenings will be displayed. The Screening listing will display the most recent screening first, followed by each preceding Screening.

The listing will display the following information:
- Screening Date
- Screening
- Screening Result Code

To view or modify a Screening record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Screening record, click the Add New button at the top of the Screening listing.

Figure 43 – Screening Listing

1.16.1 Screening Add

When adding Screenings, multiple Screenings may be added at the same time. A listing of each Screening type will be displayed.

Each Screening consists of the following fields:
- Screening type
- Screening Date *(required if type is checked)*
- Screening Result *(required if type is checked)*

To add a specific Screening type, simply check the checkbox next to its name. The Screening Date and Screening Results fields for that Screening type will become enabled in order that the needed information may be entered. Only check those Screening types which need to be added.

Once the Screening types and their Screening Dates and Results have been selected and entered, click the Save button to save those Screenings. Only the Screening types checked will be added.

Figure 44 – Screenings Add

1.16.2 Screening Edit

When modifying an existing Screening, the Screening type, Date and Result may be changed.

The Screening page contains the following fields of information:
- Screening Date *(required)*
- Screening Type *(required)*
- Screening Result *(required)*

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 45 – Screening Add/Edit

If a second Screening of the same type has occurred, do not modify the first Screening with the new Date and Result. Each Screening the student has must be entered as a separate record.

The SER System is not a scheduling system for Screenings, and the Screening Date must be the current date or before.

1.17 Evaluation

When the Evaluation link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's Evaluations will be displayed. The Evaluation listing will display the most recent Evaluation first, followed by each preceding Evaluation.

The listing will display the following information:
- Report Disseminated Date
- Exceptionality
- Evaluation
- Permission/Start Date
- Extension

To view or modify an Evaluation record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Initial Evaluation, click the Add Initial button at the top of the Evaluation listing. To add a new Re-Evaluation, click the Add Re-Evaluation button at the top of the Evaluation listing. To add a Triennial Re-Evaluation Waiver, click the Add Triennial Re-Evaluation Waiver button at the top of the Evaluation listing. To close Jurisdiction, click the Close Jurisdiction button at the top of the Evaluation listing.

Figure 46 – Evaluation Listing

1.17.1 Add/Edit Initial Evaluation

The Initial Evaluation page contains the following fields of information:
- Permission Request Date *(required)*
- Parent Decision *(required)*
- Decision/Start Date *(required)*
- Report Disseminated Date *(required)*
- Eligibility Determination Date *(required)*
- Coordinator Title *(required)*
- SSN *(of Coordinator-**optional** field)*

Evaluations must have at least two (2) Participants. If fewer than two (2) Participants are entered, a message will be displayed, when the record is saved, notifying the user that the requirement has not yet been met.

The Decision/Start Date must be on or after the Permission Request Date.

The Eligibility Determination Date cannot be greater than Report Disseminated Date.

An Initial Evaluation record cannot be added if there is not a Pre-Referral Activity record.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 47 – Initial Evaluation Add/Edit

1.17.2 Identify Evaluation Coordinator

Optional Field is not required. This field is used if you want to identify who the evaluation coordinator is (for reporting purposes

- Enter the Coordinator's SSN
- Click SAVE

Figure 48 –Identify Evaluation Coordinator

1.17.2.1 Evaluation Exceptionality

Within the Initial Evaluation record, there is a listing of Evaluation Exceptionalities (see Figure 49 – Evaluation Exceptionality Listing). Once the Initial Evaluation has been successfully saved, any number of Exceptionalities to the Evaluation record may be added.

The listing will display the following information:
- Exceptionality
- Primary Exceptionality
- Exceptionality Detail

To view or modify an Evaluation Exceptionality record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Evaluation Exceptionality to the current Evaluation, click the Add New button above the Evaluation Exceptionality listing.

When an Exceptionality record is added, the system will determine whether a further Medical Diagnosis is required. If a Medical Diagnosis is required, the page will display a message notifying the user of the requirement. Medical Diagnosis is required for Other Health Impairments, Orthopedic Impairment, Traumatic Brain Injury exceptionalities.

Figure 49 – Evaluation Exceptionality Listing

1.17.2.1.1 Evaluation Exceptionality Add/Edit

The Evaluation Exceptionality page contains the following fields of information:

- Exceptionality
- Primary Exceptionality
- Exceptionality Detail *(required, based on Exceptionality Code)*

When an Exceptionality Code is selected, the system will determine whether further explanation (Detail Code) is required. If no further explanation is required, the page will look like the sample in Figure 50 – Evaluation Exceptionality Add/Edit (With No Detail Codes).

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 50 – Evaluation Exceptionality Add/Edit (With No Detail Codes)

1.17.2.1.2   Exceptionality Detail Codes

Selected Evaluation Exceptionalities require further detail as to the specific type of exceptionality. If an Evaluation Exceptionality is selected that requires further detail, the Exceptionality Detail section will be displayed. Some Evaluation Exceptionalities only allow one Exceptionality Detail Code (see Figure 51), while others allow for multiple Exceptionality Detail Codes (see Figure 52).

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

Figure 51 – Evaluation Exceptionality Add/Edit (With Single Detail Codes)

Figure 52 – Evaluation Exceptionality Add/Edit (With Multiple Detail Codes)

An Evaluation Exceptionality record may have multiple Exceptionality Detail Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur (see Figure 13). This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes.

1.17.2.1.3   Add Multiple Exceptionality Detail Codes

The Multiple Code Selection pop-up window (see Figure 53) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the appropriate codes have been checked. Each of the checked codes will be added to the Exceptionality Detail Codes listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.
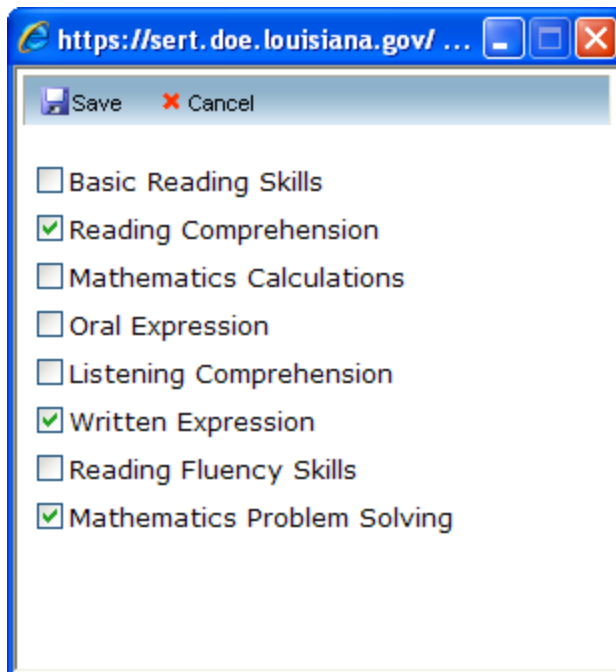
Figure 53 – Selecting Multiple Exceptionality Detail Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

1.17.2.2   Extension Codes

An Initial Evaluation record may have multiple Extension Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. A maxium of three extensions may be taken. If an End of Year extension is taken then a maximum of two parentally approved extensions may be taken.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur (see Figure 13). This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

1.17.2.3 Participant Codes

An Initial Evaluation record may have multiple Participant Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur (see Figure 13). This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

The Multiple Code Selection pop-up window (see Figure 54) allows for the selection of multiple Participant codes to associate with the Evaluation. Check the box next to each code to add. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

1.17.2.4 Add Multiple Participant Codes

The Multiple Code Selection pop-up window (see Figure 54) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Participant Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ❌ in the top right-hand corner of the window will also cancel adding the codes.

Figure 54 – Selecting Multiple Participant Codes

1.17.2.5 Medical Diagnosis Code

An Initial Evaluation record may have multiple Medical Diagnosis Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur (see Figure 13). This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

1.17.2.6 Add Multiple Medical Diagnosis Code

The Multiple Code Selection pop-up window (see Figure 55) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Medical Diagnosis Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ⌧ in the top right-hand corner of the window will also cancel adding the codes.

Figure 55 – Selecting Multiple Medical Diagnosis Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

1.17.3 Add/Edit Re-Evaluation

The Re-Evaluation page contains the following fields of information:
- Permission Request Start Date *(required)*
- Report Disseminated Date *(required)*
- Coordinator Title *(required)*
- Re-Evaluation Reason *(required)*

Evaluations must have at least two (2) Participants. If fewer than two (2) Participants are entered, a message will be displayed when the record is saved, notifying the user that the requirement has not yet been met.

Re-Evaluation must have an existing Initial Evaluation record, unless the Immediate Pre-Referral Reason is "Out of State."

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 56 – Re-Evaluation Add/Edit

Each Re-Evaluation must have an existing Initial Evaluation record, unless the Immediate Pre-Referral Reason is set as Out-Of-State.

1.17.3.1   Evaluation Exceptionality

Within the Re-Evaluation record, there is a listing of Evaluation Exceptionalities (see Figure 57). Once the Re-Evaluation has been successfully saved, any number of Exceptionalities to the Evaluation record may be added.

The listing will display the following information:
- Exceptionality
- Primary Exceptionality
- Exceptionality Detail

To view or modify an Evaluation Exceptionality record, click the View/Edit link on the row that corresponds to that specific record.

To add a new Evaluation Exceptionality to the current Evaluation, click the Add New button above the Evaluation Exceptionality listing.

Figure 57 – Evaluation Exceptionality Listing

When an Exceptionality record is added, the system will determine whether a further Medical Diagnosis is required. If a Medical Diagnosis is required, the page will display a message notifying the user of the requirement.

1.17.3.1.1   Evaluation Exceptionality Add/Edit

The Evaluation Exceptionality page contains the following fields of information:
- Exceptionality
- Primary Exceptionality
- Exceptionality Detail *(required, based on Exceptionality Code)*

When an Exceptionality Code is selected, the system will determine whether further explanation (Detail Code) is required. If no further explanation is required, the page will look like the sample in Figure 58.

Figure 58 – Evaluation Exceptionality Add/Edit (With No Detail Codes)

If further explanation is required, a prompt will be displayed asking for the additional information. See the following section for more details.

Figure 59 – Evaluation Exceptionality Add/Edit

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

1.17.3.1.2   Exceptionality Detail Codes

An Evaluation Exceptionality record may have multiple Exceptionality Detail Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur (see Figure 13). This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

1.17.3.1.3   Add Multiple Exceptionality Detail Codes

The Multiple Code Selection pop-up window (see Figure 60) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Exceptionality Detail Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ❌ in the top right-hand corner of the window will also cancel adding the codes.

Figure 60 – Selecting Multiple Exceptionality Detail Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

1.17.3.2   Extension Codes

Extensions are not permitted on Triennial Reevaluations. A Re-Evaluation for other reasons may have multiple Extension Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur (see Figure 13). This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

1.17.3.3   Participant Codes

A Re-Evaluation record may have multiple Participant Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur (see Figure 13). This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

1.17.3.4   Add Multiple Participant Codes

The Multiple Code Selection pop-up window (see Figure 61) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Participant Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ❌ in the top right-hand corner of the window will also cancel adding the codes.

Figure 61 – Selecting Multiple Participant Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

1.17.3.5   Medical Diagnosis Code

A Re-Evaluation record may have multiple Medical Diagnosis Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur (see Figure 13). This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

1.17.3.6   Add Multiple Medical Diagnosis Code

The Multiple Code Selection pop-up window (see Figure 62) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Medical Diagnosis Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ❌ in the top right-hand corner of the window will also cancel adding the codes.

Figure 62 – Selecting Multiple Medical Diagnosis Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

1.14.3.1 Add/Edit Triennial Reevaluation Waivers

The Triennial Reevaluation Waiver page contains the following fields:
- Parental Waiver Permission Date *(required)*
- Re-evaluation reason (*automatically set to Triennial Reevaluation*)

The page will display the following information which is retrieved from the prior evaluation.
- Exceptionality
- Primary Exceptionality (*yes/no*)
- Exceptionality Detail
- Participant
- Medical Diagnosis

Figure 63 – Triennial Reevaluation Waiver Tab

Figure 64 – Triennial Reevaluation Waiver Page

GUIDELINES FOR TRIENNIAL WAIVERS:

- Parent and school district must agree to waive the Triennial Re-evaluation.

- Parent must sign and date the LEA waiver form. The date the parent signs will become the student's new disseminated date (anniversary date). The next re-evaluation or waiver will be due 3-years from this date.

- The waiver reevaluation information will be populated with the information from the previous evaluation. No changes can be made.

- Waivers cannot be requested if the evaluation is expired. There is an edit in SER: Parent Permission Date must NOT be > 3 years since prior disseminated date.

- Waivers cannot be conducted more than 6 months prior to the student's evaluation anniversary date. There is an edit in SER: Parent Permission Date must be > or = 2.6 years than previous disseminated date. Exception: Unless 2 years and 6 months occurs in June or July, at which point it must be greater than 2 years and 4 months.

- Waivers can only be entered if the re-evaluation reason is Triennial Re-evaluation.

- IEPs must be completed by the annual anniversary date. The IEP Team Meeting Date does not need to equal the waiver date.

1.18 IEP

Beginning April 2, 2008, IEP summary information can no longer be added directly to the IEP page. This page is populated with data from SER IEP Forms. See the IEP Forms User Guide for instructions on using SER IEP Forms.

This section will cover viewing IEP summary information in SER.

When the IEP link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's IEPs will be displayed. The IEP listing will display the most recent IEP first, followed by each preceding IEP.

The listing will display the following information:
- Team Meeting Date
- Type
- Parent Decision
- Placement Determination
- Current Grade (*grade at the time the IEP was written*)

To view an IEP record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new IEP, go to the IEP forms section of SER.
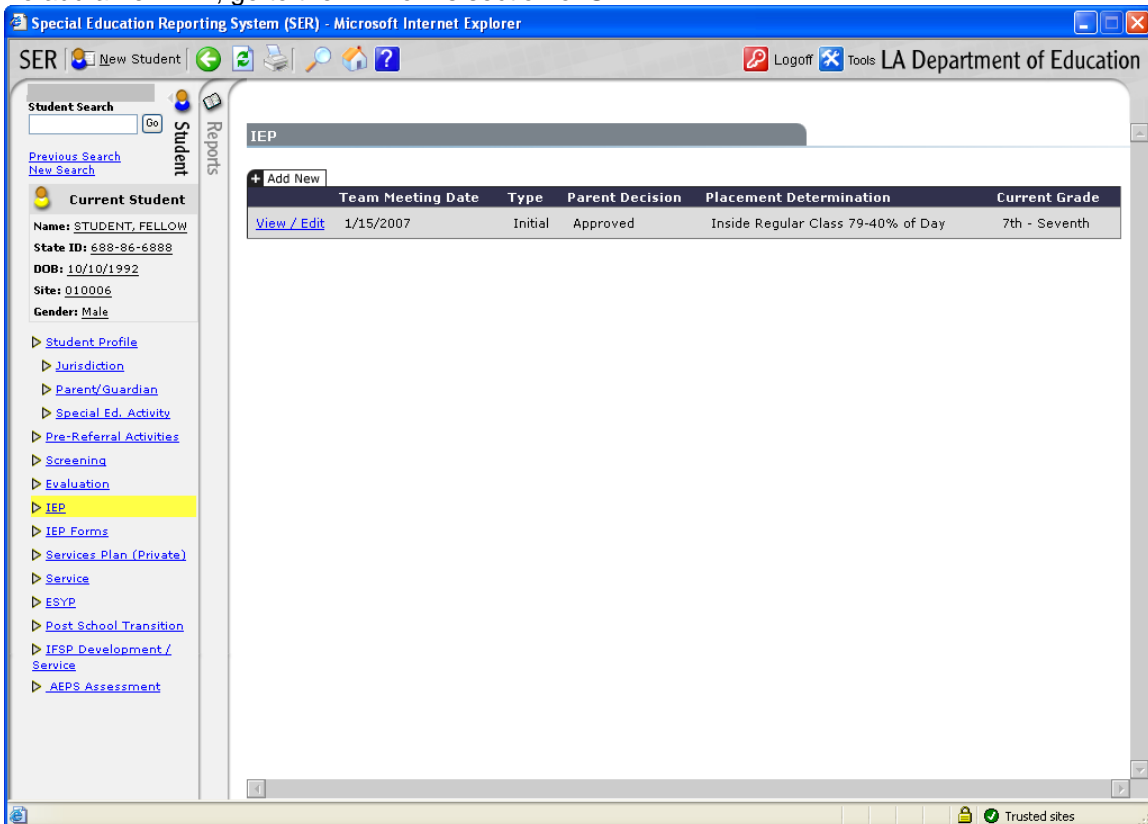
Figure 65 – IEP Listing

1.18.1 Add/Edit

The IEP page contains the following fields of information:

- Team Meeting Date
- Type
- Parent Decision
- Parent Sign Date
- Placement Determination
- Current Grade (*grade at the time the IEP was written*)
- Other School Attending
- Community-Based Services
- LEAP Code
- LAA 2 Content Areas *(if applicable)*
- ESYS- Criteria for Consideration

If a new IEP record is entered and it is after April 1, 2008, a message will be displayed notifying the user to create a new IEP in IEP Forms.
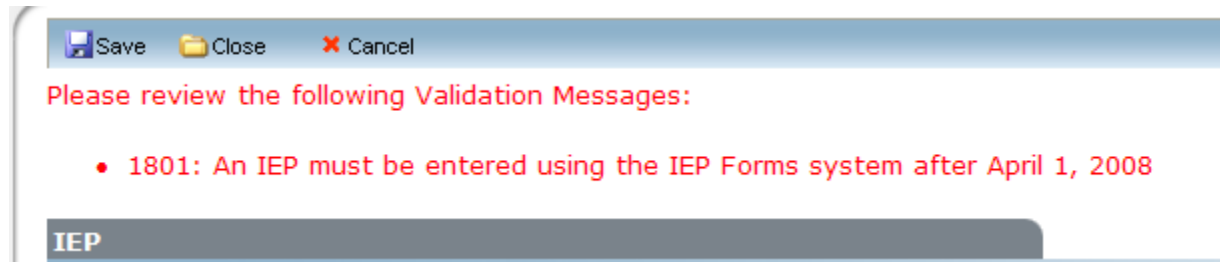
Figure 66 – IEP Listing

.

When viewing an IEP that was created in IEP forms, the following message will appear at the top of the page "This IEP was created automatically by the IEP Form subsystem. Any changes to this IEP must be made by modifying the IEP Form." (See also screen print below)

Figure 67 – IEP View

SER

1.19 Services Plan (Private)

As of September 2, 2008, Services Plan summary information can no longer be added directly to the Services Plan (Private) page. This page is populated with data from SER IEP forms. See the IEP Forms User Guide for instructions on using SER IEP forms.

When the Services Plan (Private) link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's Services Plans will be displayed. The Services Plan listing will display the most recent IEP first, followed by each preceding Services Plan.

The listing will display the following information:
- Team Meeting Date
- Placement Service Determination
- Type

To view a Services Plan record, click on the View/Edit link on the row that corresponds to that specific record. Only records created prior to September 1, 2008, can be modified on this page. For Service Plans created in IEP Forms, modifications to this information must be made by modifying the Service Plan in IEP Forms subsystem.

To add a new Services Plan, click the IEP Form link in SER.
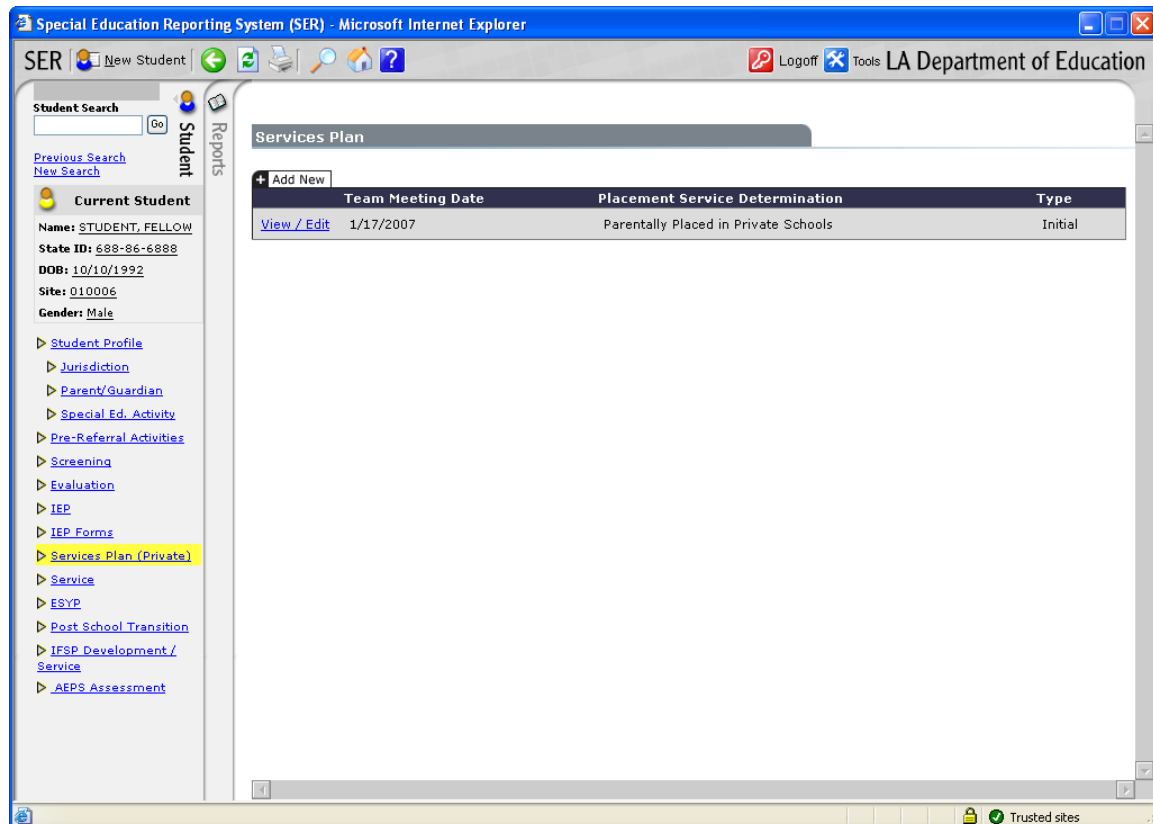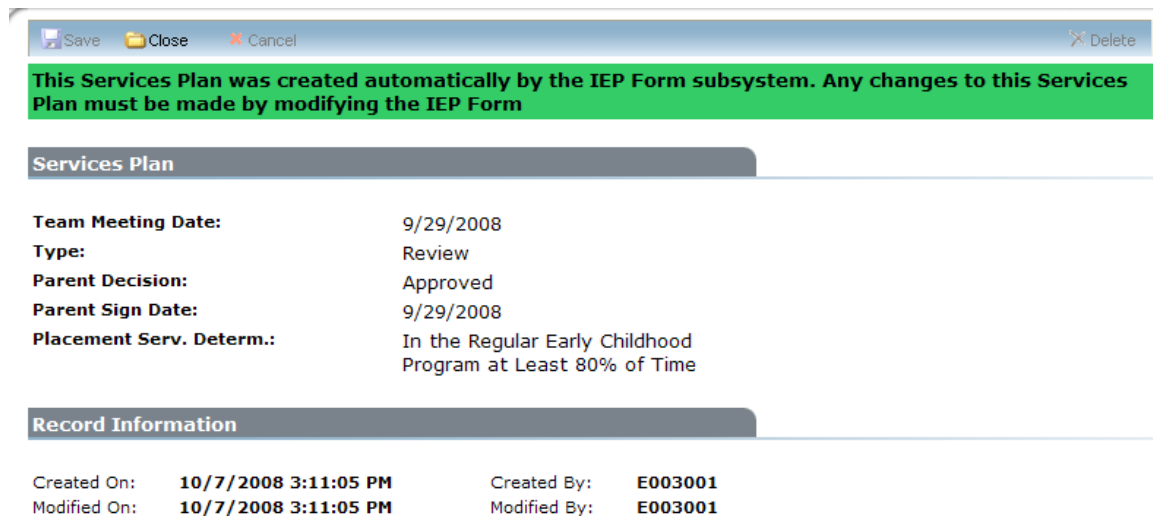
Figure 68 – Services Plan Listing

1.19.1 Services Plan Add/Edit

The Services Plan page contains the following fields of information:
- Team Meeting Date
- Type
- Parent Decision
- Parent Sign Date
- Placement Service Determination

Figure 69 – Services Plan View/Edit

1.20 Service

When the Service link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's Services will be displayed. The Service listing will display the most recent Service first, followed by each preceding Service.

The listing will display the following information:

- Service
- Service Start Date
- End Date
- Termination Reason
- Provider SSN and Name

To view or modify a Service record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Service, click the Add New button at the top of the Service listing.

Figure 70 – Service Listing

1.20.1 Service Add/Edit

The Service page contains the following fields of information:
- Service *(required)*
- Service Recipient *(required)*
- Service Location *(required)*
- Start Date *(required)*
- Provider SSN *(required)*
- Service Terminated
- End Date *(required, if terminated)*
- Termination Reason *(required, if terminated)*

The service recipient field will default to 'student.'

When Service Terminated is checked, the End Date and Termination Reason fields will be displayed and will be required. If Service Terminated is not checked, the End Date and Termination Reason will not be displayed and are not required.

Service records cannot be added if there is not an existing current IEP or Services Plan record. If one of these records does not exist, a message will be displayed notifying the user.

A provider SSN may be pasted into the segmented fields by pasting the entire number into the first segment of the SSN field. The system will populate the other SSN segments.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 71 – Service Add/Edit

1.20.1.1   Special Education Instruction

Special Education Instruction allows multiple Service Providers. A single Provider SSN is required for all other Service types. When Special Education Instruction is selected, the individual Provider SSN field will no longer be displayed and in its place will be a Service Provider listing (see the following section for more details).

Figure 72 – Special Education Instruction

1.20.1.2   Service Providers

When Special Education Instruction is selected, a listing of the Service's Service Providers will be displayed.

The listing will display the following information:
- Service Recipient
- Service Location
- Provider SSN
- Provider Name (if available)

To view or modify a Service Provider record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Service Provider, click the Add New button at the top of the Service Providers listing.

Figure 73 – Service Providers Listing (Special Education)

1.20.1.2.1   Service Providers Add/Edit

The Service Providers page contains the following fields of information:

- Provider SSN *(required)*
- Service Recipient *(required)*
- Service Location *(required)*

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 74 – Service Provider Add/Edit

1.20.1.2.2   Person with IEP Authority

This is an optional field. Enter Staff SSN, if you want to designate a person with IEP Authority for this student.

Enter SSN and click SAVE.

Figure 75 – IEP Authority

1.21 ESYS

When the ESYS link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's ESYS records will be displayed. The ESYS listing will display the most recent ESYS first, followed by each preceding ESYS.

The listing will display the following information:
- School Year
- ESYS Decision
- Exit Reason

To view or modify an ESYS record, click on the View/Edit link on the row that corresponds to that specific record.
To add a new ESYS, click the Add New button at the top of the ESYS listing.
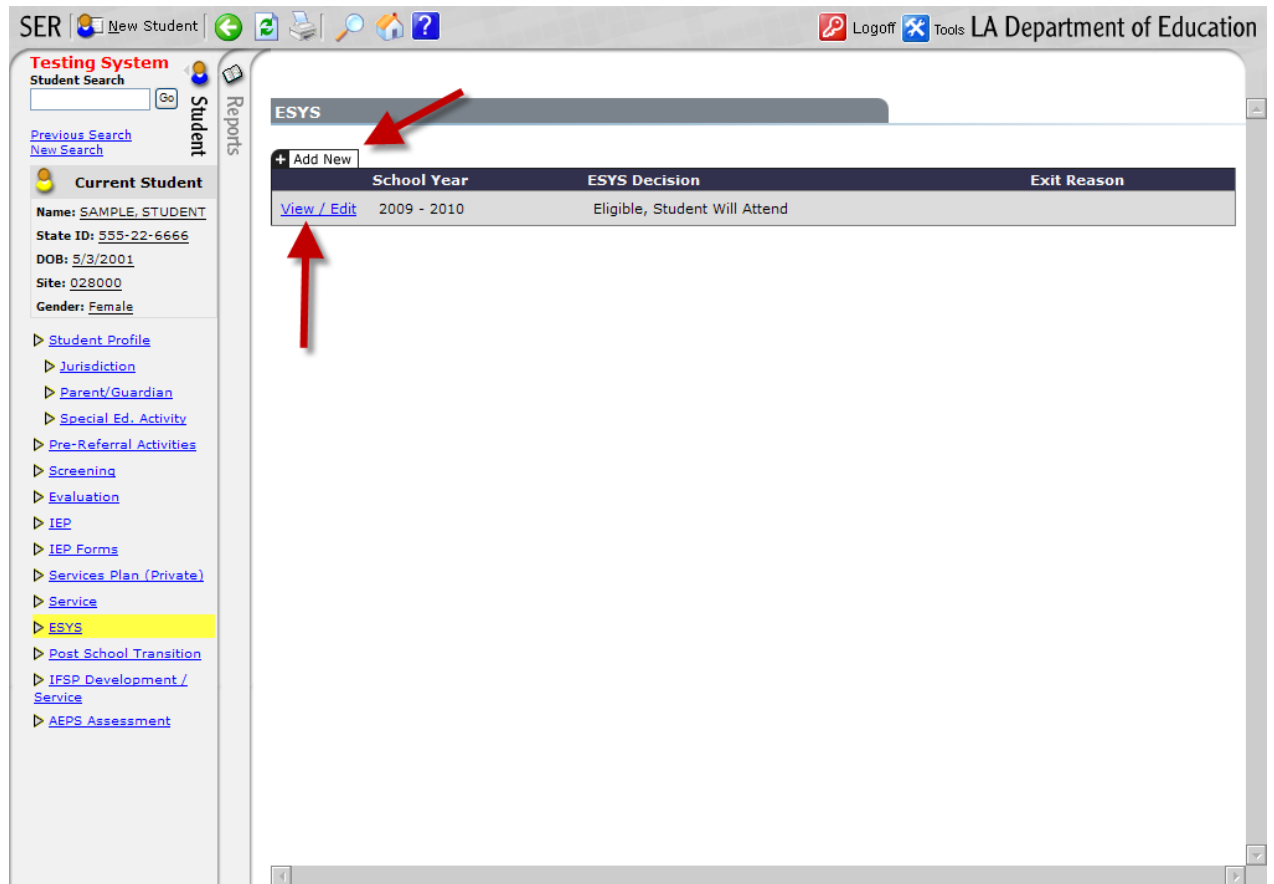
Figure 76 – ESYS Listing

1.21.1 ESYS Add/Edit

The ESYS page contains the following fields of information:
- School Year (*pre-populated with current year*)
- ESYS Decision
- Criteria for Determination
- ESY Service Begin Date *(required)*
- ESY Service End Date *(required)*
- Special Transportation
- Student's Total Instructional Day-minutes
- Total Number of Days ATTENDED *(required)*
- Exit Reason *(required)*
- Service
- Service Location
- Provider SSN

When a new ESYS record is being added, only the basic ESYS information detailed above will be displayed. Once the record has been successfully saved, the ESYS Eligibility Criteria Outcome (see section 1.21.1.1 ESYS) and ESYS Service (see section 1.21.1.2 ESYS Service) listings will be displayed.

Figure 77 – ESYS Add/Edit

The Begin and End School Year are calculated based on the Screening Date.

The Services Begin Date must be on or between the IEP Meeting Date and August 31st.

The Services End Date must be on or between the Services Begin Date and August 31st.

ESYS records cannot be entered for a student whose age is less than three (3) years or greater than 22 years, and the student must have a current Evaluation (see section 1.17 *Evaluation*) at the time of the ESYS.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

1.21.1.1   ESYS Progress Report

The listing will display the following information:
- Instructional Plan # *(from corresponding IEP)*
- Progress Toward Goal

- IP Reason *(if progress was insufficient, reason)*

To view or modify an ESYS Eligibility Criteria record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new ESYS Progress Report, click the Add New button at the top of the ESYS Progress Report listing.

Figure 78 – ESYS Eligibility Progress Report Listing

1.21.1.2   ESYS Service

The ESYS Service listing is displayed below the main ESYS information area. The ESYS Service listing will display the most recent ESYS Service first, followed by each preceding ESYS Service.

The listing will display the following information:
- Service
- Service Location
- Provider SSN and Name

To view or modify an ESYS Service record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new ESYS Service, click the Add New button at the top of the ESYS Service listing.

Figure 79 – ESYS Service Listing

1.21.1.2.1 ESYS Service Add/Edit

The ESYS Service Page contains the following fields of information:
- Service *(required)*
- Service Location*(required)*
- Provider SSN and Name *(required)*

There may only be one ESYS Service Type per ESYS record. If an attempt to add a duplicate code is made, a message will be displayed notifying the User that an existing ESYS Service record for that type already exists.

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 80 – ESYS Service Add/Edit

When a new ESYS Service record is being added, the basic ESYS Service detailed above will be displayed. Once the record has been successfully saved, the Service Setting (see section **Error! Reference source not found. Error! Reference source not found.**) and Service Providers (see section **Error! Reference source not found. Error! Reference source not found.**) listings will be displayed.

1.22 Post School Transition

When the Post School Transition link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's Post School Transitions will be displayed. The Post School Transition listing will display the most recent Post School Transition first, followed by each preceding Post School Transition.

The listing will display the following information:
- Exit Date
- Type *(Initial or First Year Follow up)*
- Contact
- Living Arrangement
- Post-Secondary
- Plan to Work
- Career

To view or modify a Post School Transition record, click on the View/Edit link on the row that corresponds to that specific record.

To add new, click the Add New button at the top of the Post School Transition listing.

Figure 81 – Post School Transition Listing

1.22.1 Post School Transition Add/Edit

The Post School Transition page contains the following fields of information:
- Exit Date
- Type *(Initial or First Year Follow up)*
- Contact
  - Living Arrangement *(if contact successful)*
  - Post-Secondary *(if contact successful)*
  - Plan to Work *(if contact successful)*
    - Work Environment *(if Plan to Work is checked)*
    - Work Type *(if Plan to Work is checked)*
    - Career *(if Plan to Work is checked)*

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 82 – Post School Transition Add/Edit

1.22.1.1   Recreation Codes

A Post-School Transition record may have multiple Recreation Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur (see Figure 13). This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

Figure 83 – Recreation Codes

1.22.1.2   Add Multiple Recreation Codes

The Multiple Code Selection pop-up window (see Figure 84) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Recreation Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.
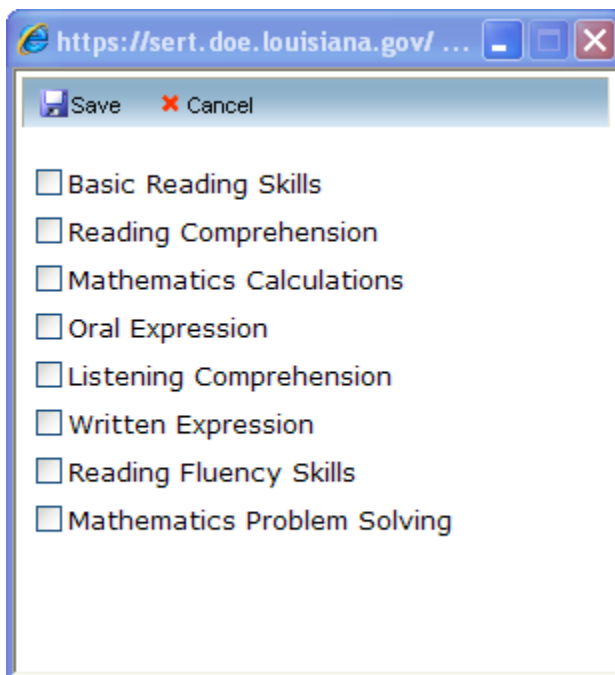

Figure 84 – Selecting Multiple Recreation Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

1.22.1.3   Agency Codes

A Post-School Transition record may have multiple Agency Codes associated with it. To add a single code, select it from the available listing and click the Add button. The selected code will be added to the listing of associated codes. Each code may be added once. If a duplicate code is checked, an error message will be displayed.

To remove a code, click the Delete button on the corresponding row that contains the code to be removed. When the Delete button is clicked, a prompt will be displayed requesting verification as to whether the deletion of that code should occur (see Figure 13). This is to prevent the accidental deletion of codes. To delete the code, click OK. If the Delete button has been accidentally clicked and the code should not be deleted, click Cancel.

If multiple codes need to be added, click the Add Multiple link above the Add button. A pop-up window will be displayed containing a list of available codes (see next section for more details).

Figure 85 – Agency Codes

1.22.1.4　　　Add Multiple Agency Codes

The Multiple Code Selection pop-up window (see Figure 86) allows for the selection of multiple codes to associate with the current record. When the listing is displayed, check each code to be added. If there are a large number of codes to choose from, the codes can be viewed by scrolling down through the listing.

Click the Save button in the pop-up window once all the codes have been checked. Each of the checked codes will be added to the Agency Code listing.

To cancel adding the codes provided in the Multiple Code Selection pop-up window, click the Cancel Button in the pop-up window. The window will close, and no codes will be added to the listing. Clicking the ☒ in the top right-hand corner of the window will also cancel adding the codes.
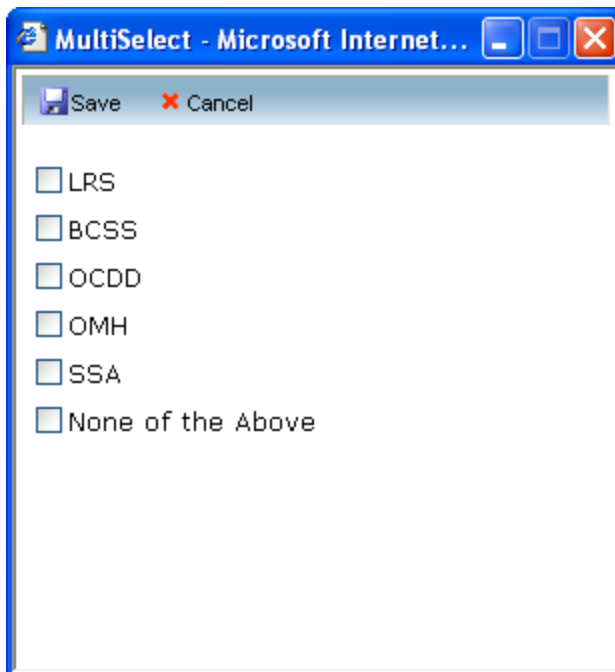
Figure 86 – Selecting Multiple Agency Codes

Each code may be added once. If a duplicate code is checked, an error message will be displayed.

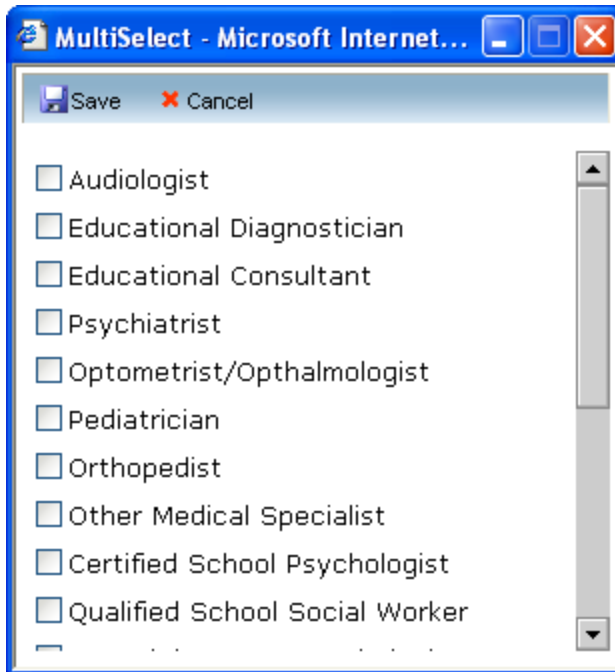## 1.23 Individualized Family Service Plan (IFSP) Development/Service

When the IFSP Development/Service link in the Student Options area (see section 1.10.2 Student Options Area) is clicked, a listing of the student's IFSP Development/Services will be displayed. The IFSP Development/Service listing will display the most recent IFSP Development/Service first, followed by each preceding IFSP Development/Service.

The listing will display the following information:
- Activity Date
- Type
- Family Service Coordination

To view or modify an IFSP Development/Service record, click on the View/Edit link on the row that corresponds to that specific record.

To add a new Service, click the Add New button at the top of the IFSP Development/Service listing.
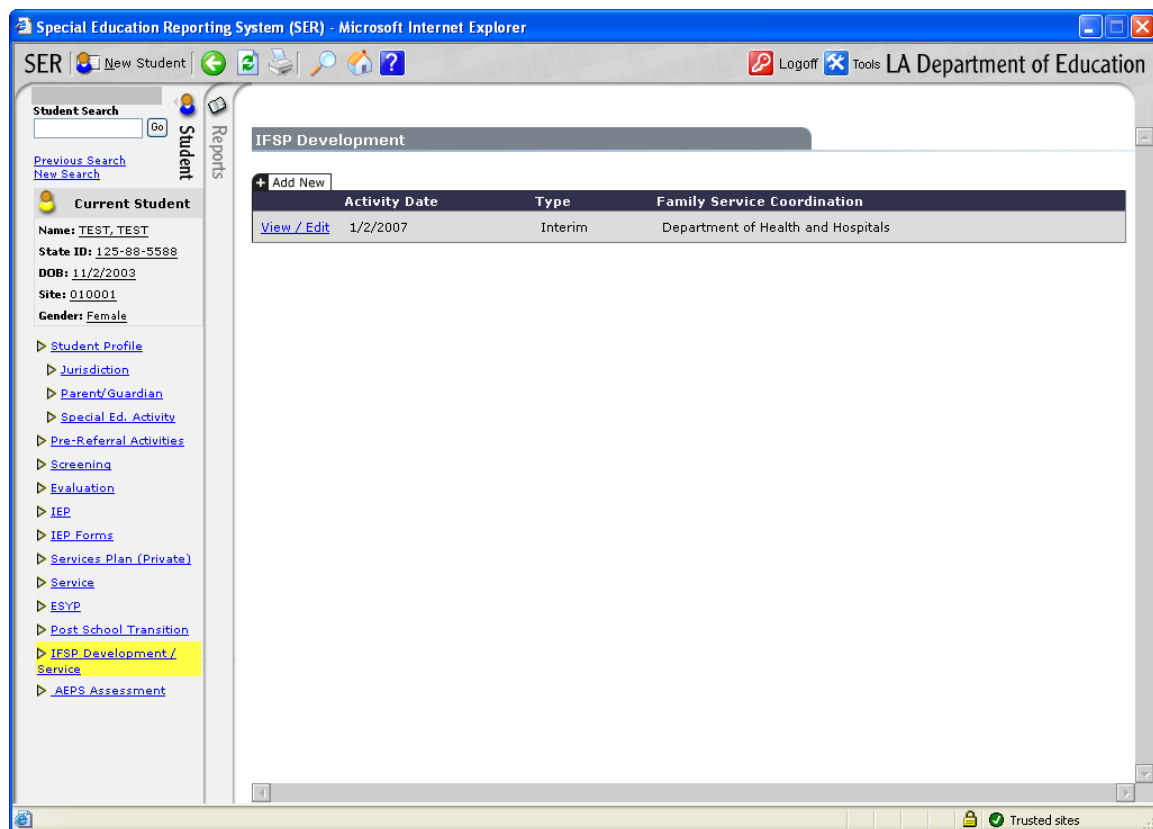
Figure 87 – IFSP Development/Service Listing

1.23.1 IFSP Development/Service Add Edit

The IFSP Development/Service Page contains the following fields of information:

- Activity Date *(required)*
- Type *(required)*
- Family Service Coordination *(required)*

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 88 – IFSP Development/Service Add/Edit

1.23.1.1   IFSP Services

The IFSP Services listing is display below the main IFSP information area. The IFSP Services listing will display the most recent IFSP Services first, followed by each preceding IFSP Services.

The listing will display the following information:
- Service
- Start Date
- Provider
- Termination Date

To view or modify an IFSP Services record, click on the View/Edit link on the row that corresponds to that specific record.

There may only be one entry of a Service Type per IFSP Development/Service record. If an attempt to add a duplicate Service Type is made, a message will be displayed notifying the user that an existing IFSP Development/Service record for that Service Type already exists.

To add a new Service, click the Add New button at the top of the IFSP Services listing.

Figure 89 – IFSP Services Listing

1.23.1.1.1   IFSP Services Add/Edit

The IFSP Services page contains the following fields of information:
- Service *(required)*
- Start Date *(required)*
- Provider *(required)*
- Termination Date

If a value is not entered in any of the required fields or if the data entered is invalid, a prompt will be displayed identifying the fields in error (see section 1.6.1.1 *Errors/Data Validation*).

Figure 90 – IFSP Services Listing

In order to terminate an IFSP service, a termination date must be entered.

1.24 Assessment, Evaluation and Programming Systems (AEPS)

Effective with the beginning of the 2007 school year, entry scores must be entered in AEPSi, not SER.

1.25 Reports

One of the main strengths of the SER system is its reporting capability. Reports can be generated as needed by the user.

1.25.1 Reports Tab

The Reports tab provides a quick way to access reports within SER. It is located along the left side of the SER window, to the right of the Student tab (see section 1.9 Student Tab). This and other "tabs" in the system provide quick access to functions or information.

The Reports tab is closed by default. To display the reports listed in the Reports tab, click on the Reports icon/title. The page will refresh with the available reports categories listed.

Reports are organized into categories in alphabetical order (see Figure 92). Each category may contain one or more reports. To see what reports are available, click the ⊞ next the report category (see Figure 93). This listing will display report by name. To display more details on a specific report, move the mouse over the report name. Further details will appear at the top of the Report tab, in the Report Description Box.

To run any single report, click on the report name.
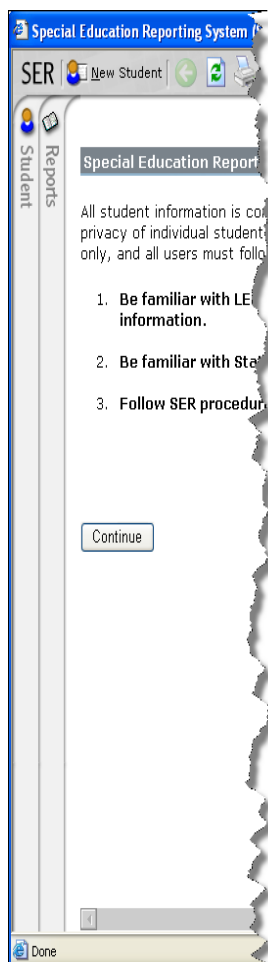
Figure 91 – Report Tab (Minimized)
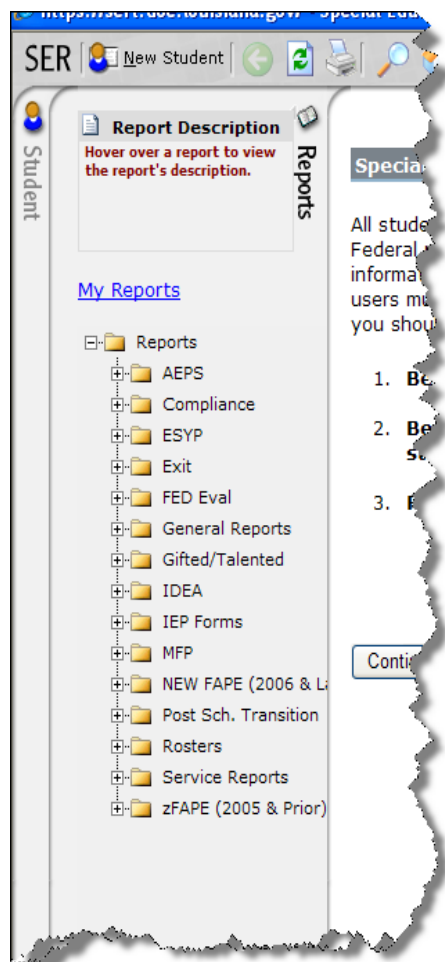
Figure 92 – Report Tab (Maximized)
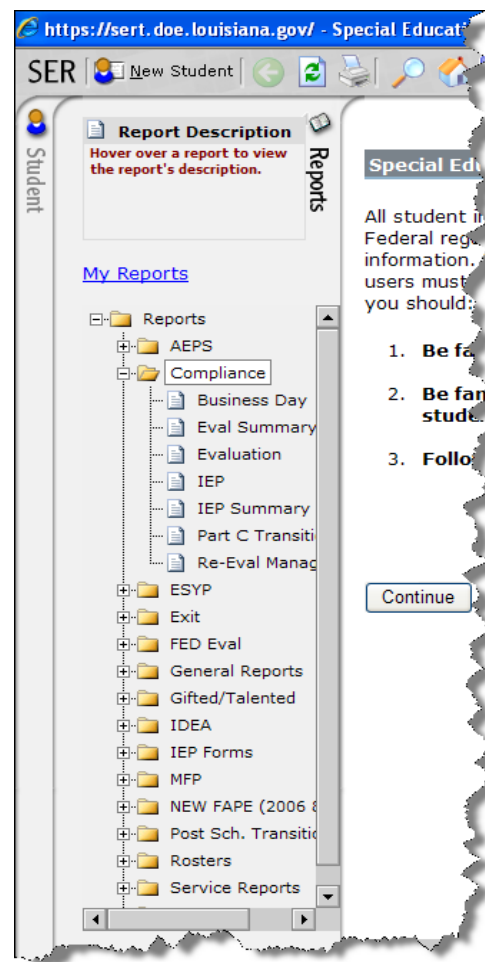
Figure 93 – Report Tab - Category Selected

1.25.2 Report

Once a report is selected from the Report tab, the page will display any parameters needed to generate the report. Clicking the Add to My Reports button after entering the parameters will queue the report and display the status of the report in the My Reports section.

To regenerate the report with different parameters, modify the parameters and click the Add to My Reports button again.
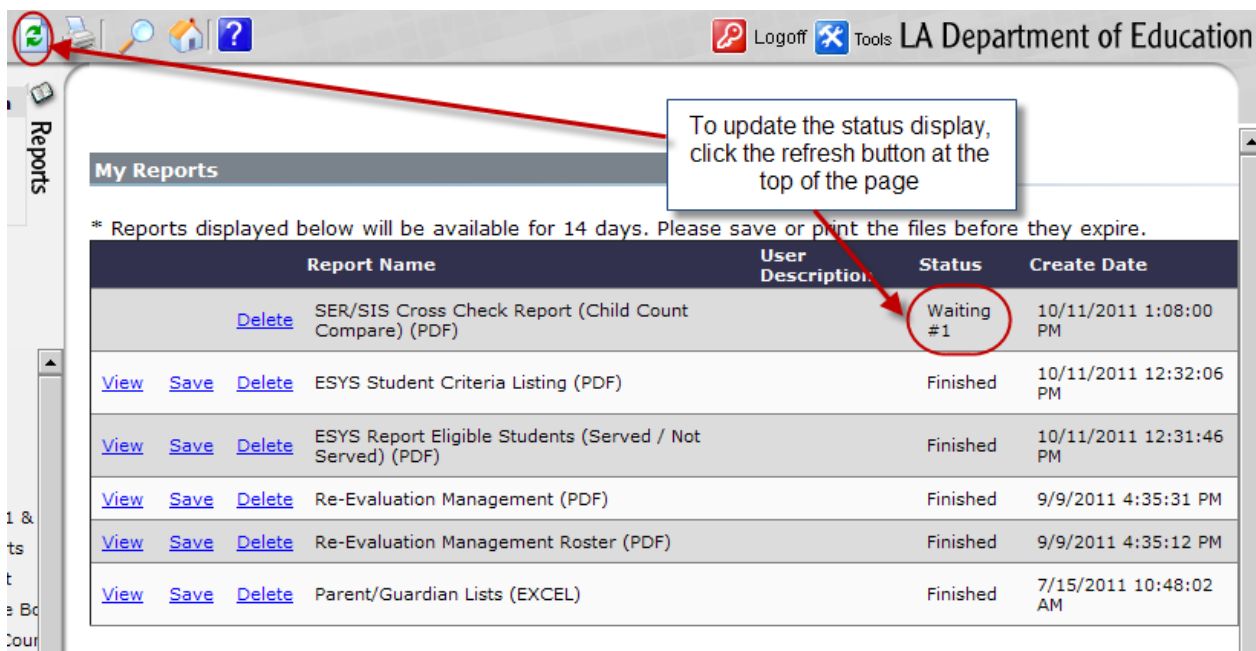
Figure 94 – My Reports Page

There are several options for generating reports: 1) View Normal: This method will display the report in the available white space on the screen. The user must remain signed on in order to generate the report. 2) View Full Screen: Will display the report on the user's desktop. The user must remain signed on in order to generate the report.

3) Add to My Reports: This is the preferred method for generating reports. This method schedules reports to run in order of request. Reports will run even if the user logs off or times out. Reports will remain in the user's queue for 14 days or until the user deletes them.

There are a limited number of reports that can be run using the View Full Screen or View Normal methods.

Figure 95 – View Full Screen/View Normal buttons

After running reports using this method, the Report Viewer has several options. There is a page control which allows the user to move to the first page, previous page, next page, or last page. Clicking on the arrows will decease or increase the page number.

The zoom level may also be changed from 100% to 10% or Page Width or Full Page.

A minimal search is also provided. Enter the text to search for and click the Find link. To find the next occurrence, click the Next link.
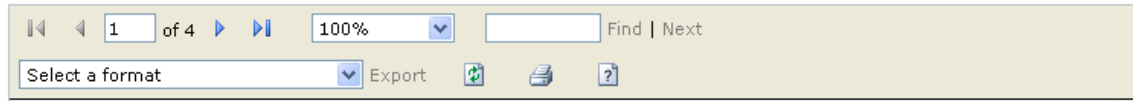
Figure 96 – Report Viewer Tools

A Report may be exported to several different formats. Select the export type from the listing provided and click the export link to export the current report based on the parameters entered to the format selected.

Reports may be exported into the following formats:
- Microsoft Excel
- Acrobat PDF
- CSV (comma delimited file)
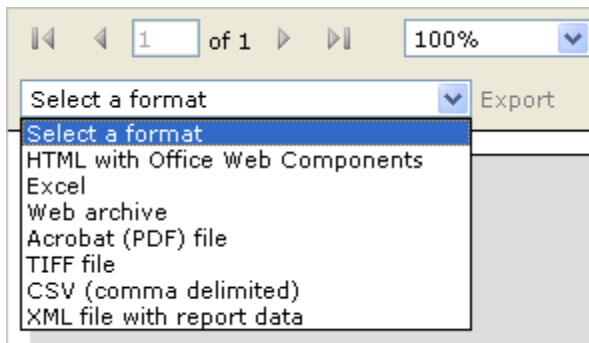
Figure 97 – Export Options

Printing in SER

It is recommended that when printing reports in SER, users export to PDF or other appropriate format to view and print reports.

1.26 SER Application Buttons
The SER system has a set of standard buttons that appear along the top of the application window (see Figure 98). Clicking the SER button will return the User to the Student Search (see section 1.8 Student Search).

Figure 98 – Application Buttons

1.26.1 New Student

Clicking the New student button will initiate the process of adding a new student (see section 1.11 *Student Profile*). A blank profile screen will be displayed.
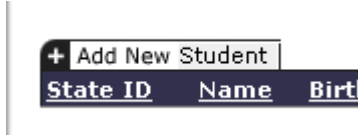
Figure 99 – New Student Button

1.26.2 Back Button

The Back button allows the user to return to previous areas for the current student. If there is not an area to go back to, the button will be disabled (see Figure 100). If there is an area to go back to, the Back button will be enabled (see Figure 101).

Figure 100 – Back Button (Disabled)

Figure 101 – Back Button (Enabled)

1.26.3 Refresh Button

Clicking the Refresh button will refresh the current page.

Figure 102 – Refresh Button

1.26.4 Print

Clicking the Print button will print the current page's content in a printer friendly format. In order to print including the Student and Report tabs right click on the page to be printed, enter the print parameters, and then click print.

Figure 103 – Print Button

Student Profile

State ID:	555-55-5555
First:	SAMPLE
Middle:	A
Last:	STUDENT
Suffix:	
DOB:	5/5/1995
Current Grade:	7th - Seventh
Gender:	Male
Race/Ethnicity:	Black (Not Hispanic)
Language:	English

Record Information

Created On:	10/1/2004 12:00:00 AM	Created By:	CONV
Modified On:	4/6/2009 9:52:53 AM	Modified By:	apptst16

Figure 104 – Sample Print

1.26.5 Home Button

Clicking the Home button will return the user to the SER Home page (see section 1.3 SER Home Page).

Figure 105 – Home Button

1.26.6 Help

Clicking the Help button will open the User Manual (this document) and display the appropriate section of the *User Guide*.

Figure 106 – Help Button

1.26.7 User Tools button

Clicking the User Tools button will open the User Tools page (see section 1.27).

Figure 107 – User Tools Button

1.27 User Tools

User Tools are tools that are available to all users of the SER System.
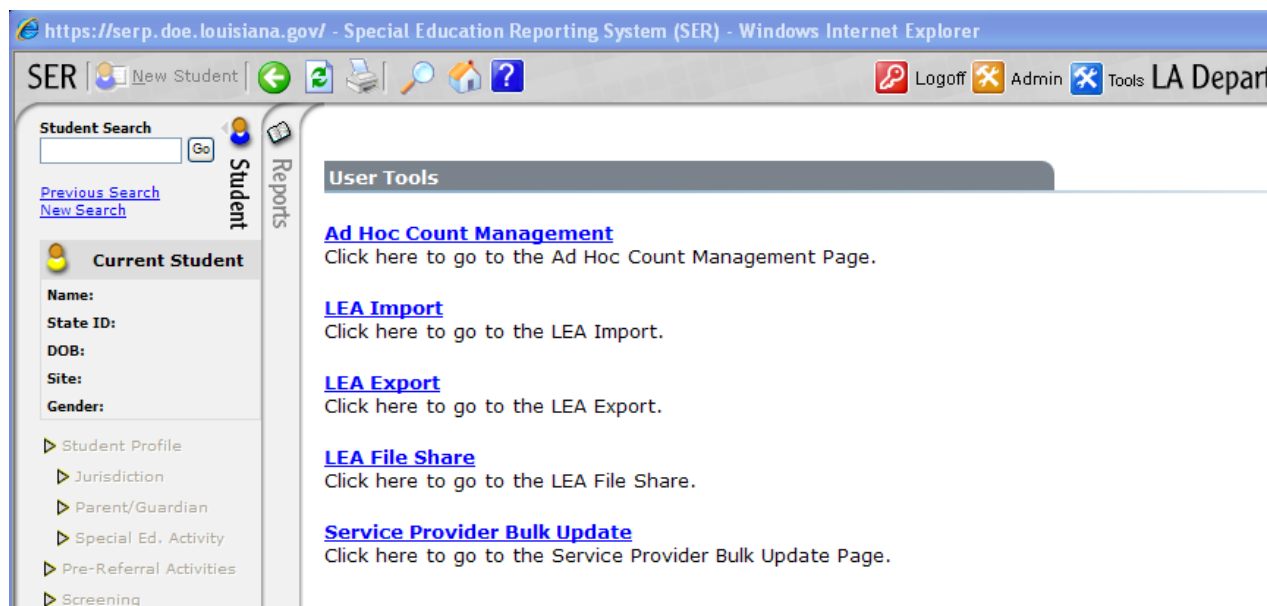
Figure 108 – SER User Tools

1.27.1 Ad Hoc Count Management

Ad Hoc reporting allows LEAs to run a count during the day to check their counts after entering data. Counts are run automatically each night, but LEAs may, after entering a large amount of data, want to check the report and make corrections prior to the night's run.

To run an Ad Hoc report, click on the Ad Hoc Count Management link.
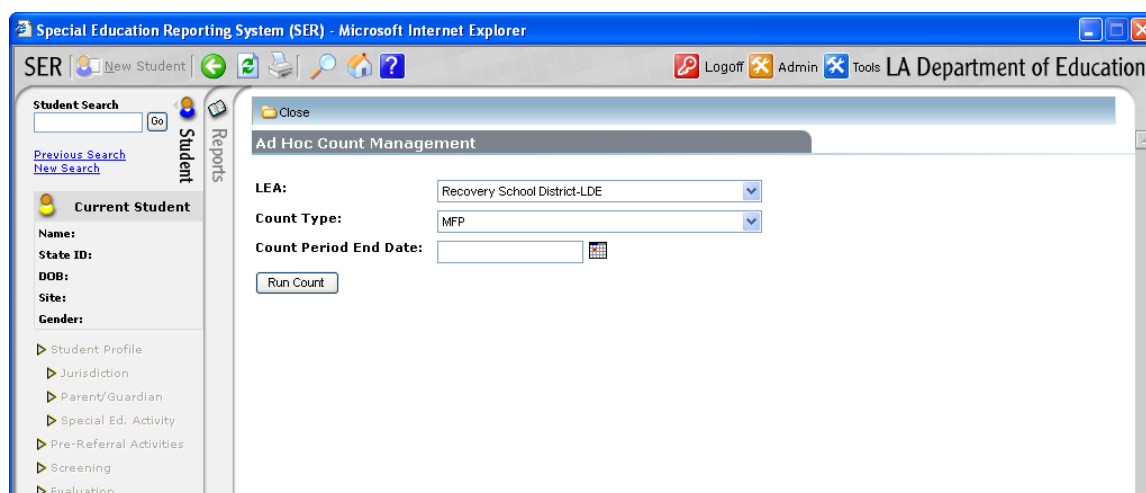
Figure 109 – Ad Hoc Count Management

Select Count Type (See Figure 119 below)
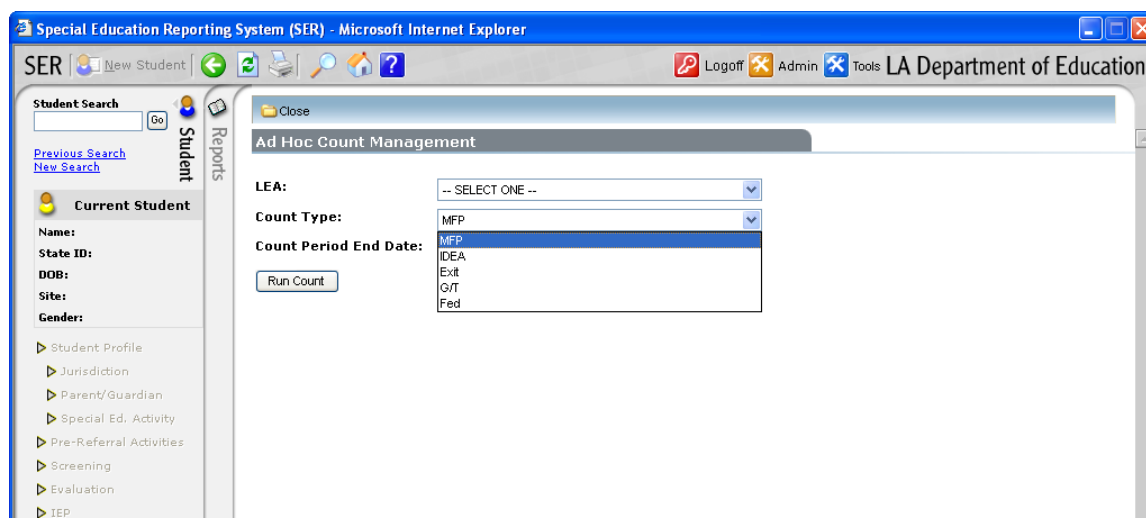
Figure 110 – Count Type

Select Count Period End Date.

Click RUN COUNT button.

The following message will be generated: "Count Process sent to queue. Process can take up to 30 minutes".
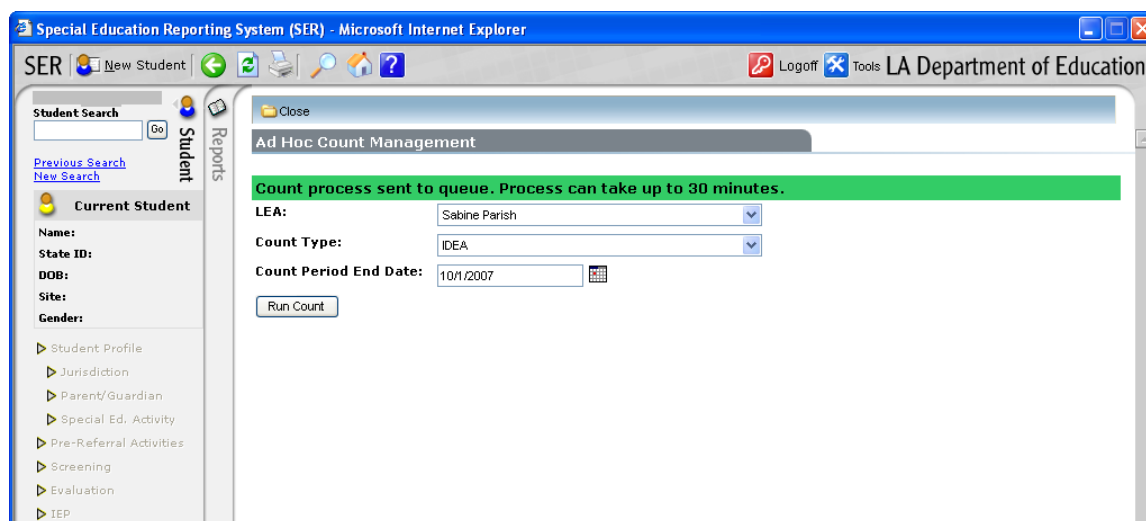
Figure 111 – Ad Hoc System Message

Go to the reports tree and generate the report. Select the count date that was requested during the Ad Hoc count request. (See Figure 120)
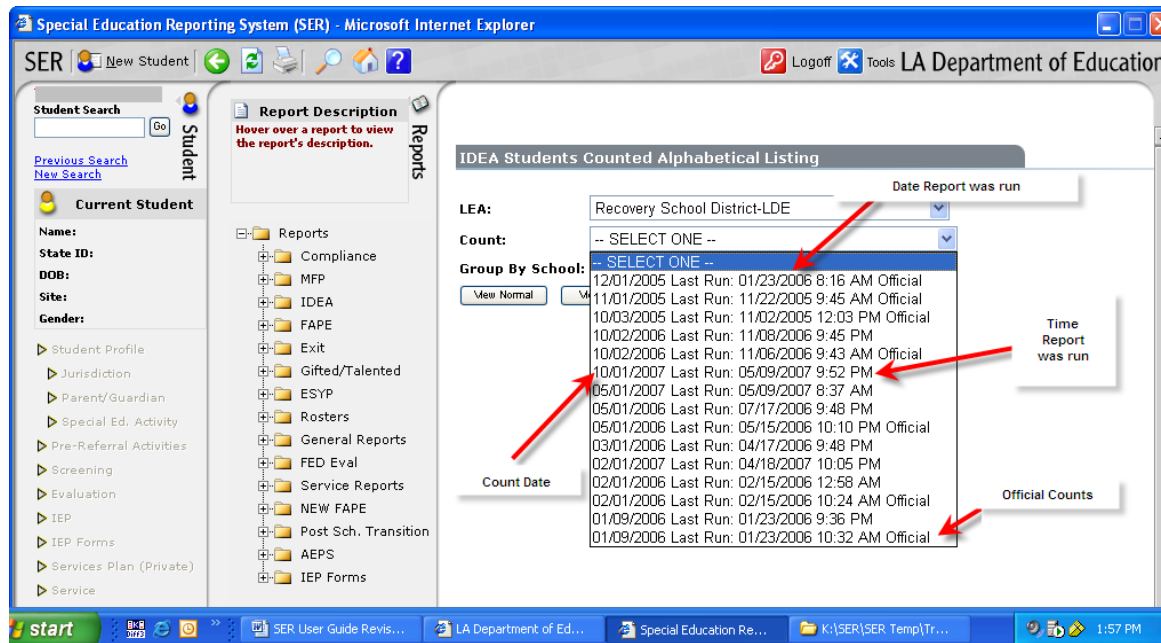
Figure 112 – Ad Hoc Select Report

1.27.2 LEA Import

The LEA Import section allows LEAs to upload updated student information from their local systems in the file format allowed by SER.

Documentation on this format can be downloaded from the following address:
- http://pdbb.doe.state.la.us/

1.27.3 Previous Import Listing

If a User has access to multiple LEAs of Jurisdiction, a listing of those LEAs will be provided. When an LEA is selected, a listing of the Previous Imports will be displayed. Otherwise, a listing of the Previous Imports for the User's LEA will be displayed.

The listing will display the following information:
- Date of Upload
- Uploaded By
- Percentage of Import Complete

The Percentage of Import Complete will update automatically several times a minute to show the progress of the Import.
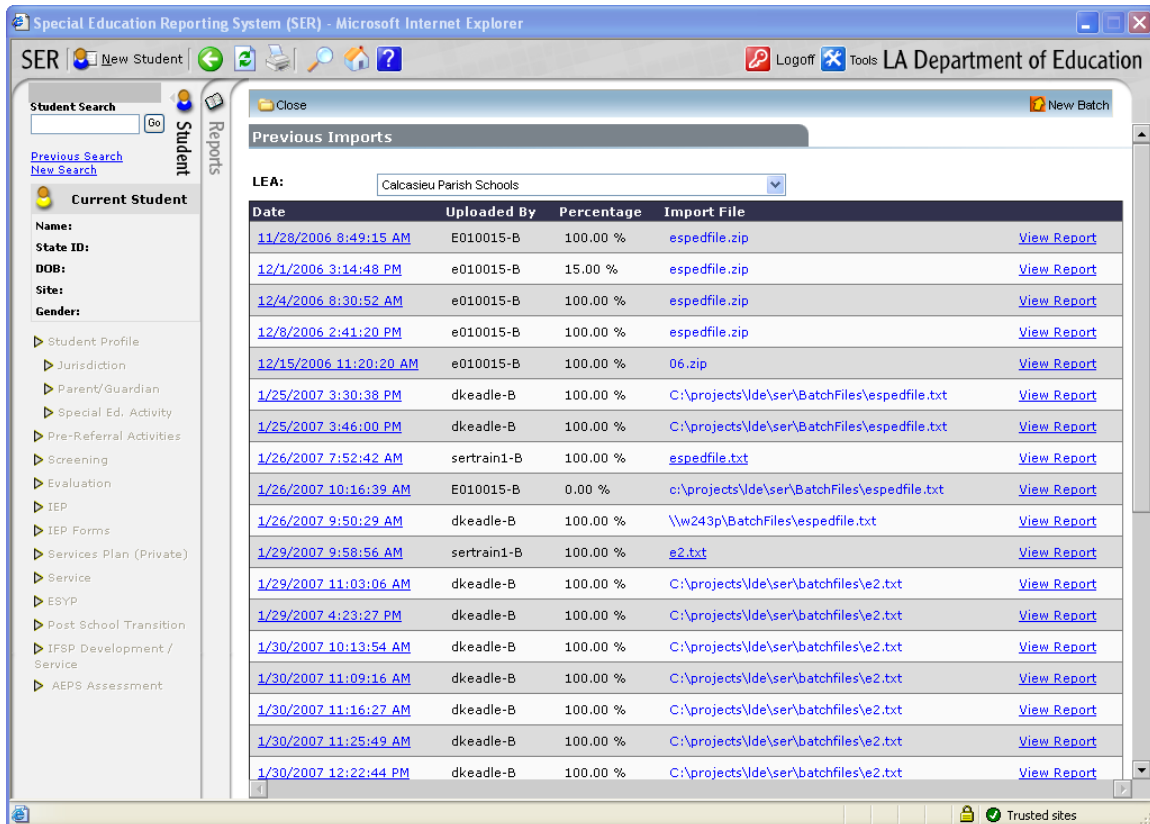
Figure 113 – Previous Import Listing

When the date listed in the Previous Import that corresponds to the Import Batch is clicked, a listing of Import Errors will be displayed. A message will be displayed if no errors were encountered in the import process for that batch.
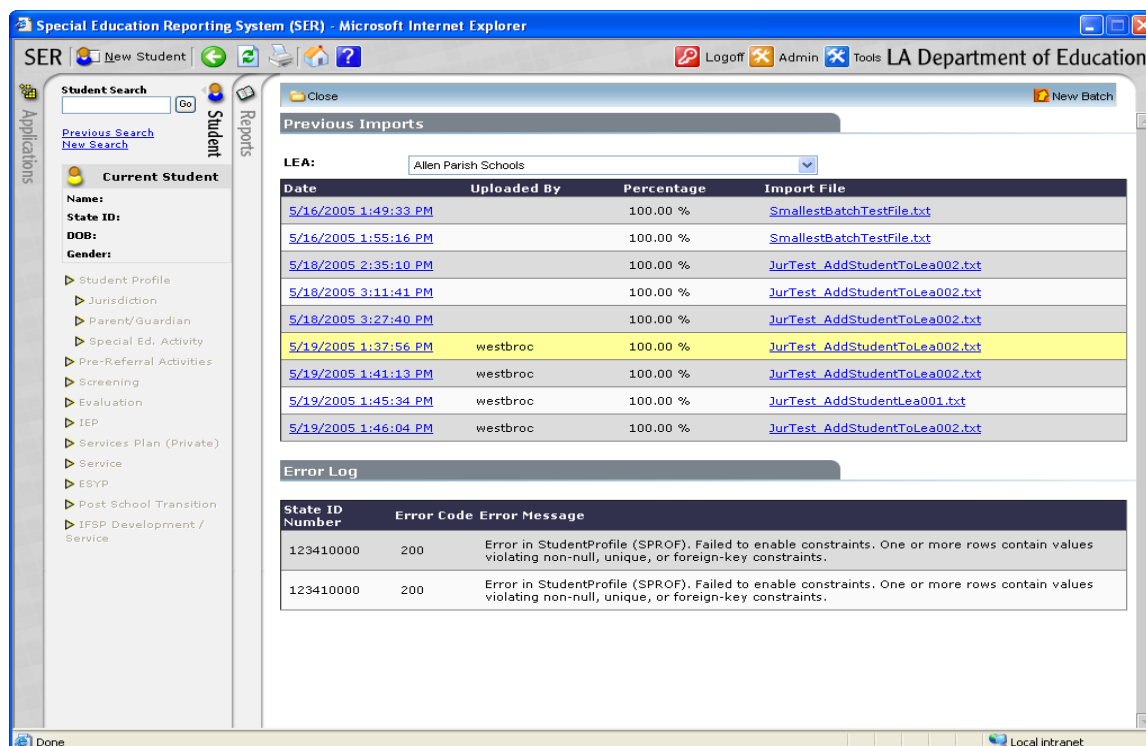
Figure 114 – Previous Import with Error Log

Click the New Batch button (see Figure 115) to upload a new Import Batch.

Figure 115 – Upload New Batch Button

At a minimum, we recommend LEAs perform the following steps in the test environment prior to approving the import process for production:

1) Run the MFP and Compliance Reports
2) Run the Test Import Process – view error reports generated. Also spot check records from input file and verify changes were made correctly on the database.
3) Re-run the MFP and Compliance Reports and compare to the previous reports.

1.27.4 LEA Export

The LEA Export section allows LEAs to export information to flat file in the file format specified by SER. Documentation on this format can be downloaded from the following address:

- http://pdbb.doe.state.la.us/.

1.27.4.1 Previous Export Listing

If a user has access to multiple LEAs of Jurisdiction, a listing of those LEAs will be provided. When an LEA is selected, a listing of the Previous Exports will be displayed. Otherwise, a listing of the Previous Exports for the User's LEA will be displayed.

The listing will display the following information:
- Date of Export
- Requested By
- Percentage of Export Complete

The Percentage of Export Complete will update automatically several times a minute to show the progress of the Export. If the Export is not complete, the Date of Export link will not be enabled.
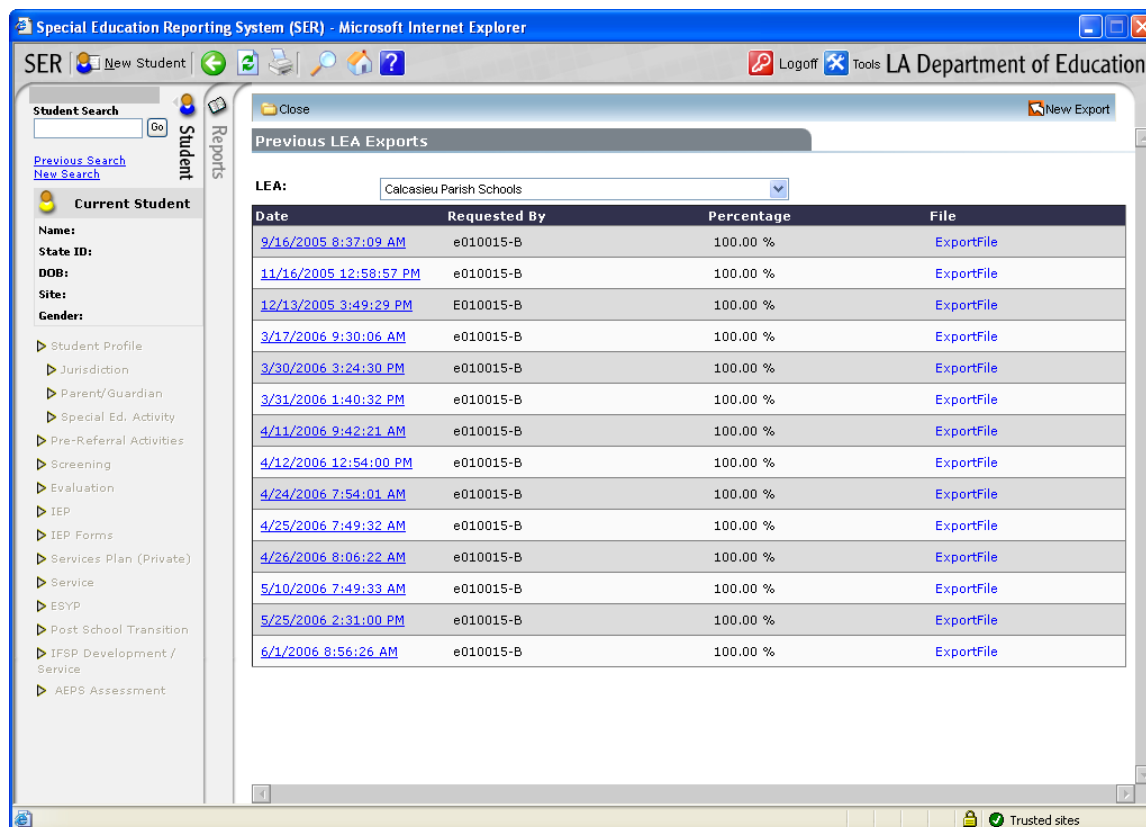
Figure 116 – Previous LEA Exports

Click the New Batch button (see Figure 117) to start a new Export Batch.

Figure 117 – New Export Button

1.27.4.2   New Export

To submit a request for an export, follow these steps:
- Select an LEA from the listing provided. The page will reload with a listing of available schools in the LEA.
- Select the School or to Select all LEA Students, select none
- Click Begin Export

After the Begin Export is clicked, the export process will begin. The previous page which displays a listing of Previous LEA Exports will be displayed. The new Export will appear in the listing with a percentage complete in the Percentage column.
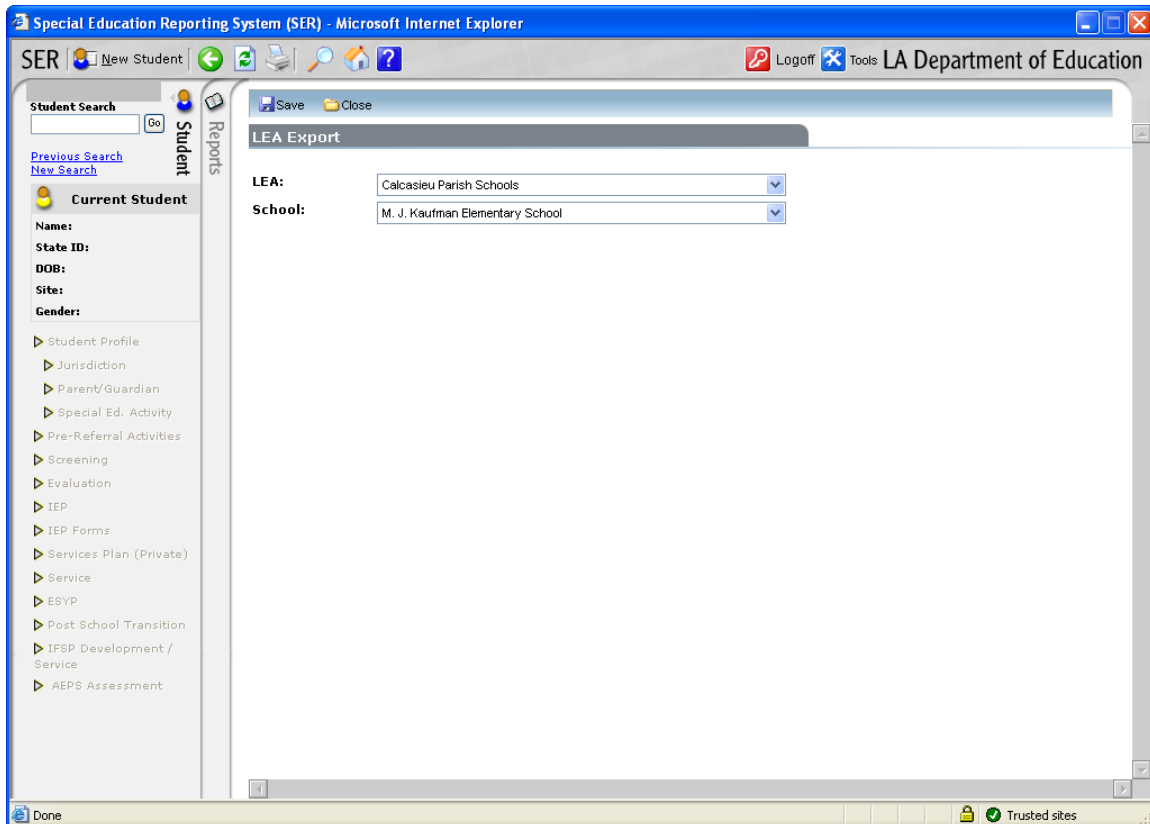
Figure 118 – New LEA Export

1.27.4.3   New Batch Upload

To upload a new Batch Upload, click the Browse button on the New Batch Upload page. Select the file to be uploaded from the window displayed (see Figure 119) and click the Open button.
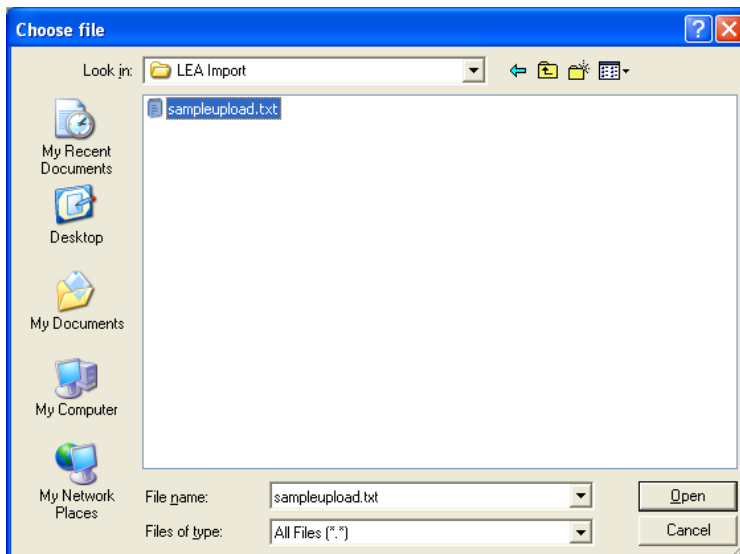
Figure 119 – Upload File Browser

The file name, including the full file path of the file, will appear in the "File to Upload" field. When the Upload button is clicked, the file will be uploaded from the local computer to the SER server. This transfer may take several minutes depending on the speed of the internet connection.
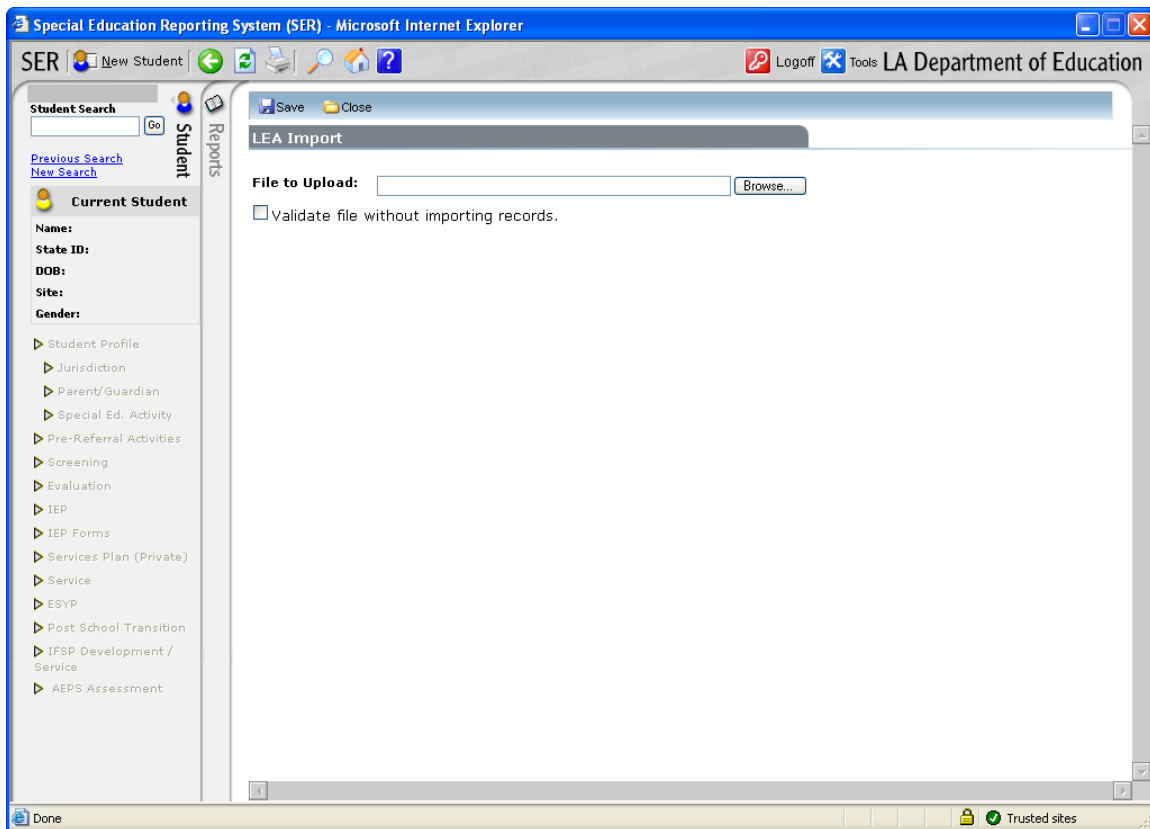
Figure 120 – LEA Import Upload New Batch

If an error occurs in the upload process, a message will be displayed on the page notifying the user of the problem. If this problem continues to occur after 3 attempts, please contact the SER Application Team (see the Troubleshooting section).

If the upload is successful, a message will be displayed on the page notifying the User.

The import results of the Batch Upload will be displayed on the Previous Import listing page (see section 1.27.3 Previous Import Listing).

1.27.5 LEA File Share

Click LEA File Share link
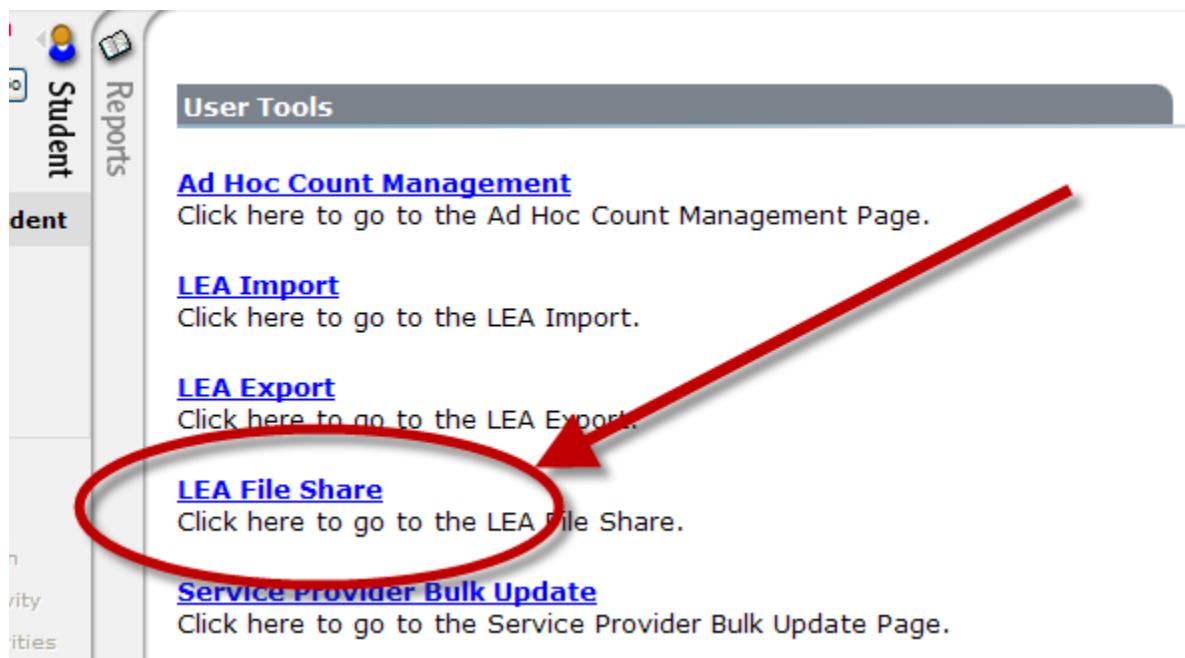
Figure 121 – LEA File Share link

To open Excel files, hold the Ctrl key on your keyboard while clicking on the link and continue to hold the Ctrl key while you click the OPEN (or Save) button (see below).
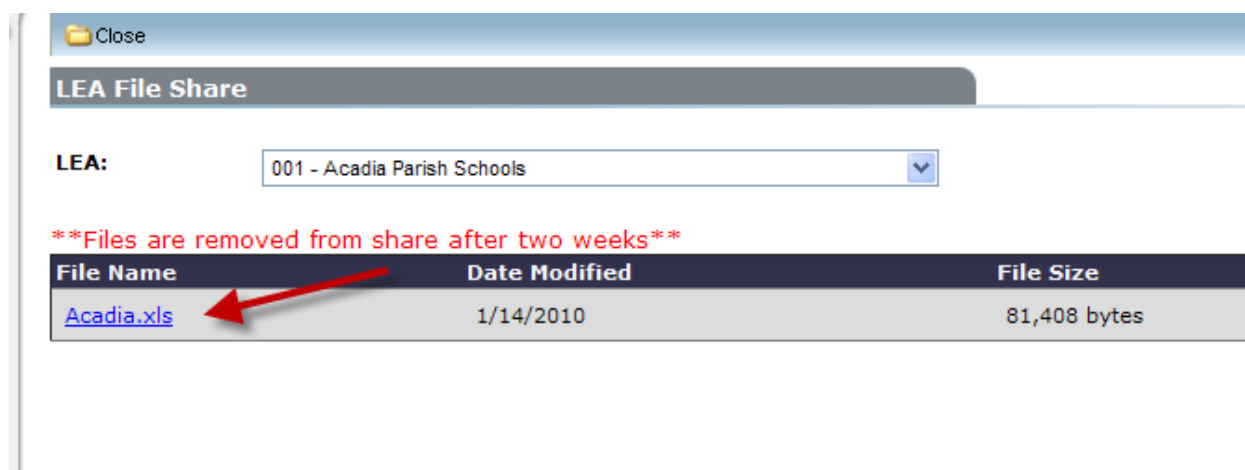
Figure 122 – LEA File Share file

You can OPEN or SAVE the file. You must hold the CTRL key on your keyboard while clicking on the file name to open .xls files.
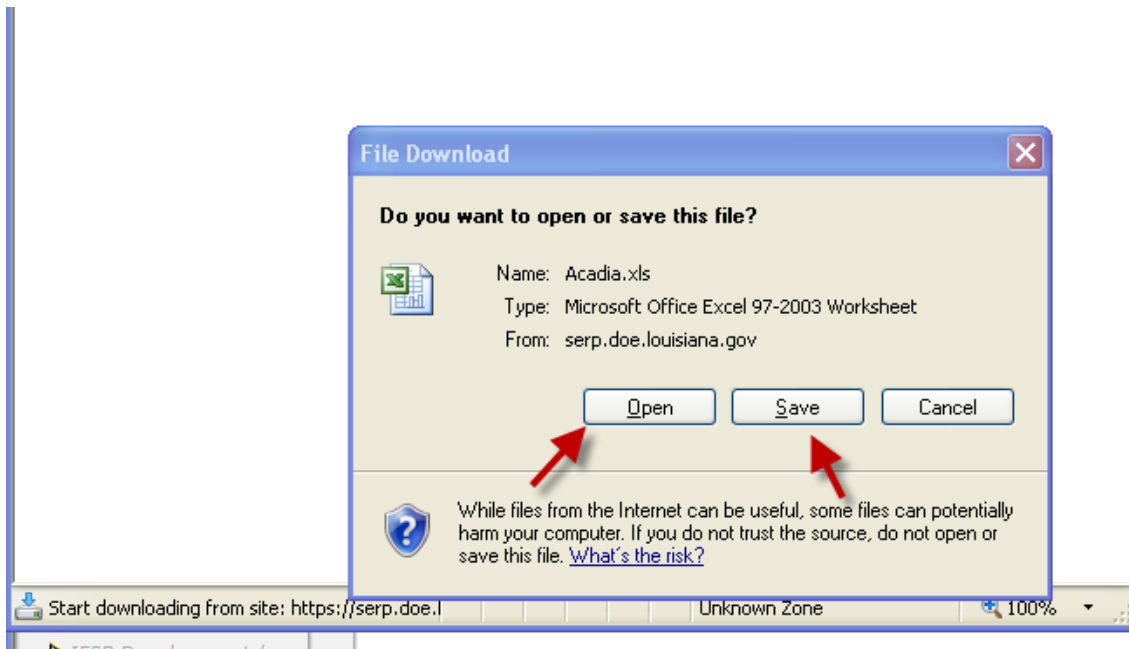
Figure 123 – LEA File Share-Open or Save

You should save the file to your hard drive. Files will be removed from this file sharing area after 2 weeks.

Figure 124 – LEA File Share-files removed

1.27.6 Service Provider Bulk Update

This page allows the user to reassign multiple students with the same provider to a new provider.

To make a bulk change in service provider, follow these steps:

- Enter the service provider's SSN and click the GET STUDENT LIST button.
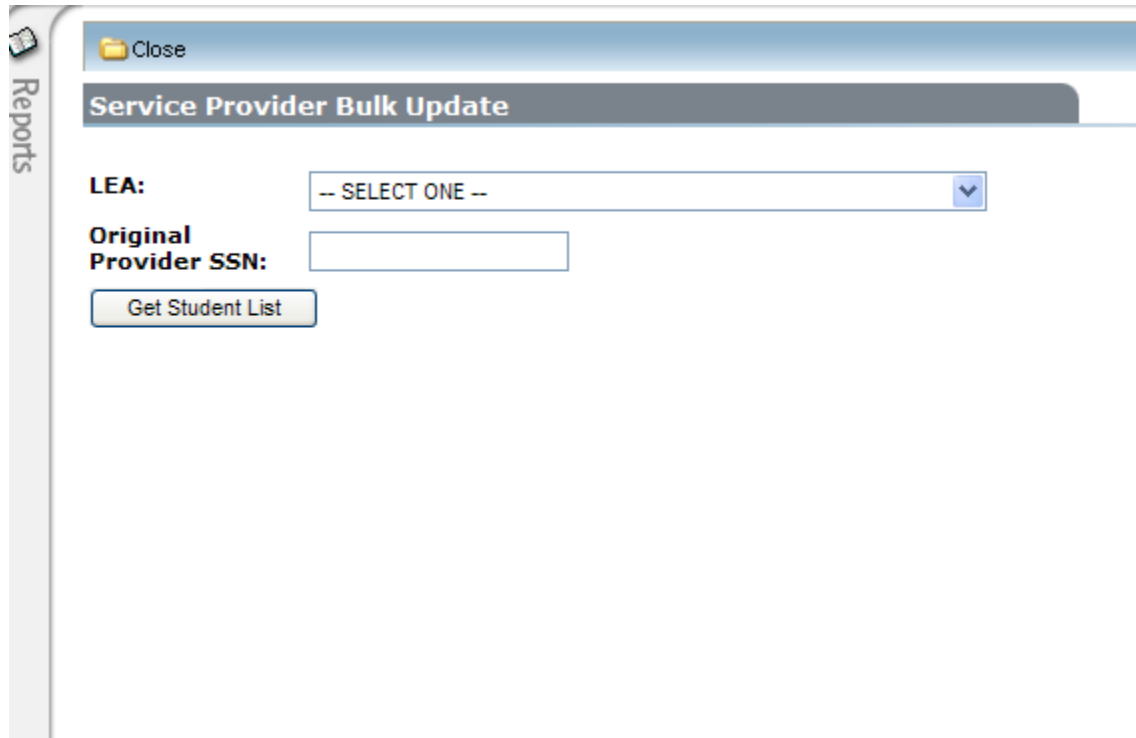
Figure 125 – Service Provider Bulk Update

The provider's current students will be listed.

1) Select students who are being changed to another service provider or click the select all in link at the top of the page.
2) Enter the new provider's SSN.
3) Enter the Service Start Date.
4) Click the Change Provider button

Figure 126 – Bulk Update Student List

Figure 127 – Bulk Update Validation Message

The green highlighted area indicates the number of records that were successfully updated.

If a student's record was not updated, a validation error will appear and include the reason and the student's name.

1.28 Not Authorized

A page will be displayed notifying the User that he/she does not have permission to enter an area, if attempting to enter an area he/she is not authorized to access. This page will also display if the user ID password has expired. A link is provided to the password reset system for users if their password has expired.

You are not authorized to view this page

You do not have permission to view this directory or page using the credentials that you supplied.

Attention:

If you are trying to run an LDE Web application to which you should have access and you have reached this page it may be because your LDE Web password has expired. If you believe that this might be the case and you have not reset your password recently, then click here to reset your password. If you are not able to reset your password, you can request your LEA security coordinator to reset your password for you and show you how to do so for the future. When you have done this please retry the action that brought you to this page.

- Contact the Web site administrator if you believe you should be able to view this directory or page.
- Click the Refresh button to try again with different credentials.

HTTP Error 403 - Forbidden: Access is denied.
Internet Information Services (IIS) LDOE

Technical Information (for support personnel)

- Go to Microsoft Product Support Services and perform a title search for the words HTTP and 403.
- Open IIS Help, which is accessible in IIS Manager (inetmgr), and search for topics titled About Security, Authentication, and About Custom Error Messages.

Figure 128 – Not Authorized

Appendix A – SER Fact Sheet

Document Stored on the LDE Blackboard

Appendix B – Security and Confidentiality

Initial Password:

Initial password will be set to expire and to force a new password selection on the user's first sign-on to the system.

Initial passwords will be communicated to a new user in confidence by telephone or through the user's LEA Security Coordinator or Superintendent. Users are required to maintain the confidentiality of their passwords and to change their password when they suspect that the privacy of their password may have been compromised.

Password Standards:

- Minimum length: 8 characters
- Must contain at least 3 of the 4 complexity categories as follows:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numeric digits (0-9)
    - Non-alphanumeric characters (e.g., %, &, $)

In addition to the password rules listed above, the standard will also enforce these properties:
- New passwords cannot be the same as any of the previous 5 passwords
- Passwords will automatically expire every 30 days.

Password Reset System (PRS)

The LDE has implemented a self-service password reset system called *PRS*. The PRS URL is https://password.doe.louisiana.gov

PRS provides users with the ability to change their forgotten or expired password. Password requirements will be listed on the "Change Your Password" screen.

The PRS User Guide can be found at https://password.doe.louisiana.gov/help.pdf

Password Change Mode:

Each User will be allowed to select their own password within specific rules and/or masks as established with security system password controls options listed above.

Forgotten Passwords:

First try resetting password using PRS. The PRS URL is https://password.doe.louisiana.gov.

LEA security coordinators should be the next point of contact to replace the user's password. The coordinator may directly contact the ITS Security Administrator.

The ITS Security Administrator will respond immediately to password reset requests from LEA Security Coordinators.

In the event a department or work area does not have a LEA Security Coordinator, users in that area must contact the ITS Security Administrator to request a password reset. Requests received directly from users will be responded to on a next-working-day basis.

To reset a forgotten password, the ITS Security Administrator will issue a replacement. The replacement will be a temporary password that is set to expire and will force a new password selection at the user's next sign-on.

Security Rights:
LEA Security Officer provides access with SpEd Director Approval & Superintendent.

Group	SER Data Change	SER Data Read	IEP Forms Read	IEP Forms Create	IEP Mark IEP Official	IEP Forms Submit to SER
SER Data Reader		X	X			
SER Data Writer	X	X	X			
IEP Form Writer			X	X	X	
IEP Form Approver			X	X	X	X

Local security/confidentiality policies must be followed. The policy should include the minimum requirements:

Each LEA/district should have a written security policy that includes IEP security.
Each LEA/district should cover security guidelines and policies in local training annually.
All requests for IDs/ access to SER and SER IEP security groups should be approved by Special Education Supervisors or their designated representatives prior to being sent to the local security administrators.
Each user should be required to sign a confidentiality assurance statement annually.
Local security administrators should have on file a list of staff authorized to request access to SER & SER IEP.
Special Education Supervisors or their designated representatives should make an (annual or semi-annual) review of SER & SER IEP users.
There should be a written procedure in place to remove access as user status changes (employment ends, change in duties, etc.).

Appendix C – Data Elements and Definitions

R=Required; RA=Required if Applicable; N/A=Field updated through IEP Forms

	R or RA	Size	Field Name	Definition and Values
				STUDENT PROFILE
1.	R	9	State ID	The number assigned by the Social Security Office as a means of identification or a unique locally-assigned temporary identifier.
2.	R	15	First	Student's first name.
3.	RA	15	Middle	Student's middle name.
4.	R	20	Last	Student's last name.
5.		5	Suffix	Student's suffix. Examples: Jr., Sr., III, IV, etc.
6.	R	8	DOB	Calendar date of birth as designated on the student's legal birth registration.
7.	R	2	Current Grade	The grade in which the student is currently placed: 01 1st - First 02 2nd - Second 03 3rd - Third 04 4th - Fourth 05 5th - Fifth 06 6th - Sixth 07 7th - Seventh 08 8th - Eighth 09 9th - Ninth 10 10th - Tenth 11 11th - Eleventh 12 12th - Twelfth 15 Infant Program (0-2) 20 Preschool Program (3-5) 25 Kindergarten On June 30th each year, the grade will automatically be increased via the Grade Rollover process based on the following criteria: -Must have open SPED Activity -LDOE\CurrGrdPrc ID will display as 'Modified by' ID -Grade 12 is the maximum grade allowed -Grade 15 and Grade 20 will not be increased. -Grade 25 will be set to Grade 01
8.	R	1	Gender	Student's sex: F Female M Male

	R or RA	Size	Field Name	Definition and Values
				STUDENT PROFILE
9.	R	2	Race/Ethnicity	The most applicable race or ethnic group to which a student belongs: 01　AMERICAN INDIAN/ALASKAN NATIVE A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. 02　ASIAN A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam 03　BLACK OR AFRICAN- A person having origins in any of the black racial groups of Africa. 04　HISPANIC/LATINO A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race 05　WHITE A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. 06　NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Definitions obtained from National Center for Education Statistics: http://nces.ed.gov/ipeds/reic/definitions.asp

	R or RA	Size	Field Name	Definition and Values
			STUDENT PROFILE	
10.	R	2	Language	The language the student uses most often: 01 English 02 French 03 German 04 Italian 05 Russian 06 Spanish 07 Chinese 08 Japanese 09 Korean 10 Vietnamese 11 Other European 12 Other Asian 13 Hebrew 14 Arabic 15 Total Communication 16 No System of Communication 98 Not Known 99 Other

	R or RA	Size	Field Name	Definition and Values
			JURISDICTION	
1.	R	3	LEA	The Local Educational Agency (LEA) that has jurisdictional authority of the student's educational programming (See SER Contact list for LEA codes)
2.	R	8	Begin Date	The calendar date the student enrolled in the LEA. This date should be the same as the SIS Enrollment Date. If a student is transferring from one LEA to another, all services must be terminated prior to the entry of a subsequent Begin Date.
3.	RA	9	Local Student ID	The primary in the local school systems software package. DO NOT USE THE STUDENTS SSN IN THIS FIELD.
4.	R	6	School Code	Code assigned by LDE to the student's home-based school.

PARENT/GUARDIAN

	R or RA	Size	Field Name	Definition and Values
1.	RA	5	Title	Title of the parent or legal guardian of the student: Suggestions: BRO. Brother DR. Doctor FR. Father MR. Mister MS. Mistress REV. Reverend SR. Sister CAPT. Captain MSGR. Monsignor M/M Mr. and Mrs. MRS. Madame
2.	R	15	First	First name of the student's parent or legal guardian.
3.	RA	20	Middle	Middle name of the student's parent or legal guardian.
4.	R	20	Last	Last name of the student's parent or legal guardian.
5.	RA	3	Suffix	Suffix of the student's parent or guardian. Examples: Jr., Sr., III, IV, etc.
6.	R	400	Address	Street name and number of student's parent or legal guardian.
7.	R	100	City	City of the student's parent or legal guardian.
8	R	2	State	State of the student's parent or legal guardian. The field is defaulted to Louisiana.
9	R	10	Zip Code	Zip code of the student's parent or legal guardian. Zip code must be in the following format ##### or #####-####

SPECIAL EDUCATION ACTIVITY				
	R or RA	Size	Field Name	Definition and Values
1.	R	8	Entry Date	The calendar date on which the student was first enrolled in special education. This date remains constant. System populated with student's first approved IEP Team Meeting Date.
2.	RA	8	Exit Date	The calendar date on which the case was determined inactive resulting in the cessation of all special education services.
3.	RA	2	Exit Reason	The reason for which the case was marked inactive: 01 Transferred to Regular Education 02 Death 03 Dropped Out 04 Moved Out of State/Known to be Continuing 05 High School Diploma 06 Certificate of Achievement 08 Reached 22nd Birthday 11 Locally Designed Skills Certificate 12 Louisiana Equivalency Diploma (GED) 13 GED and Locally Designed Skills Certificate 14 Industry-Based Skills Certificate 15 GED and Industry-Based Skills Certificate 16 Certificate of Course Work/Activities Completion 17 Revocation of Consent
4.	RA	8	Re-Evaluation Decline Date	The calendar date on which the student was offered and/or refused the re-evaluation. Only allow entry if the SPED Activity Exit Code equals: 01 Transferred to Regular Education– **for further instructions, see table on next page** 03 Dropped Out 06 Certificate of Achievement 11 Locally Designed Skills Certificate 12 Louisiana Equivalency Diploma (GED) 13 GED and Locally Designed Skills Certificate 14 Industry-Based Skills Certificate 15 GED and Industry-Based Skills Certificate 16 Certificate of Course Work/Activities Completion When stored successfully, the system will populate the Jurisdiction End Date.

Exit Code	Needs Exit Plan	Needs Re-Evaluation	Closes Jurisdiction	Maps to Service Termination Code
01 Transferred to Regular Education	N	Y*	N	Withdrawal/Denial of Parental Approval
01 Transferred to Regular Ed	N	N	Y	Progress Indicates Service No Longer Needed
02 Death	N	N	Y	Progress Indicates Service No Longer Needed
03 Drop out	Y	Y	N	Withdrawal/Denial of Parental Approval
04 Moved out of state	N	N	Y	Moved Out of State
05 HS Diploma	Y	N	Y	Progress Indicates Service No Longer Needed
06 Cert of Ach	Y	Y	N	Progress Indicates Service No Longer Needed
08 Reached 22 BD	Y	N	Y	Progress Indicates Service No Longer Needed
11 Locally designed SC	Y	Y	N	Progress Indicates Service No Longer Needed
12 GED	Y	Y	N	Progress Indicates Service No Longer Needed
13 GED & LDSC	Y	Y	N	Progress Indicates Service No Longer Needed
14 Inds SC	Y	Y	N	Progress Indicates Service No Longer Needed
15 GED & Inds SC	Y	Y	N	Progress Indicates Service No Longer Needed
16 Cert of Course work	Y	Y	N	Progress Indicates Service No Longer Needed

*Re-Evaluation only required if service termination reason is "Withdrawal/Denial of Parental Approval." This requirement is effective as of 3/1/2006.

Re-Evaluation is not required of other service termination reasons with "Transferred to Regular Education" as the exit reason.

	R or RA	Size	Field Name	Definition and Values
				PRE-REFERRAL ACTIVITY
1.	RA	2	Immediate Referral Reason	The immediate referral reason to pupil appraisal services for an evaluation of any student suspected of a severe or low – incidence impairment or any student suspected of injuring him/herself or others: 01 Violent Behavior 02 Severe or Low-incidence Impairment 03 Out-of-State Transfer 04 Infant/Toddler 05 Previous Special Education Student
2.	R	2	Grade at Pre-Referral	The grade/program in which the student is enrolled at the time of referral: 01 First 02 Second 03 Third 04 Fourth 05 Fifth 06 Sixth 07 Seventh 08 Eighth 09 Ninth 10 Tenth 11 Eleventh 12 Twelfth 20 Preschool Program (3-5) 25 Kindergarten
3.	R	2	Pre-Referral Reasons	The reason for which the student was referred: 01 Reading Difficulties 02 Mathematics Difficulties 03 Other Academic Difficulties 04 Social, Behavior Problems 05 Motor Difficulties 06 Health Problems 07 Visual Difficulties 08 Hearing Difficulties 09 Communication Difficulties 10 Gifted 11 Talented 12 Parent Request 99 Other
4.	R	8	SBLC Entry Date	The calendar date on which the student was referred to the SBLC.

	R or RA	Size	Field Name	Definition and Values
**PRE-REFERRAL ACTIVITY**
5.	R	2	SBLC Decision	Recommended actions following completion of SBLC activities: 1 No further action at this time 3 Individual evaluation 6 Section 504 eligibility evaluation 7 Interventions through RTI Process 8 Pupil appraisal support services
6.	R	8	SBLC Decision Date	The calendar date on which a decision was made at the completion of SBLC activities. If SBLC Decision code is 01, 05, 06, entry of Evaluation is not allowed. SBLC Decision Code must be 03 in order to enter evaluation *Note: If SBLC decision is 05, another Pre-Referral Activity record can be completed with 03, if interventions did not resolve the student's problem.
7.	RA	1	Surrogate Parent Needed	An indication of whether a child has been identified as needing a surrogate parent. Check indicates *yes*.
8.	RA	8	Surrogate Assigned Date	The calendar date on which the surrogate parent was assigned to a student.
9.	RA	8	Surrogate Need End Date	The calendar date on which the services of the surrogate parent were terminated.
10.	RA	1	Part C Transition	An indication that the student received services through the IDEA Part C program. Select YES or NO.
11.	RA	1	Trans. Meeting Notice Received	An indication the LEA transition coordinator received notification of the student's transition meeting from the IDEA Part C program.
12.	RA	8	Date Received	The calendar date the notice of the transition meeting was received by the LEA.
13.	RA	1	Trans. Meeting Attended	An indication that the LEA transition coordinator attended the student's transition meeting from the IDEA Part C program.
14.	RA	8	Transition Meeting Date	The calendar date of the transition meeting.

	R or RA	Size	Field Name	Definition and Values
			SCREENING	
1.	RA	8	Screening Date	Calendar date on which most recent screening was conducted.
2.	R	2	Screening	Type of screening: 01 Hearing 02 Vision 03 Health 04 Speech/Language 05 Motor 06 Assistive Technology 07 Educational Screening 08 Social/Emotional/Behavior 09 Sensory Processing All screenings are required to be entered into SER
3.	RA	2	Screening Result	Result of screening: N Normal A At Risk D Advanced (only valid for Screening 07 – Educational)

	R or RA	Size	Field Name	Definition and Values
				INITIAL EVALUATION
1.	R	8	Permission Request Date	The calendar date on which fully informed parental consent was requested for any initial evaluation.
2.	R	2	Parent Decision	The decision regarding permission to allow initial evaluation: N No, denied Y Yes, granted
3.	R	8	Decision/Start Date	The calendar date on which the LEA received the decision regarding the initial evaluation.
4.	R	8	Eligibility Determination Date	The calendar date on which the parent/guardian meets with the pupil appraisal team regarding the data collected during the evaluation process.
5.	R	8	Report Disseminated Date	The calendar date on which the most recent adequate evaluation report was completed and disseminated to the Supervisor/Designee of Special Education (also means Date of Most Recent Evaluation).
6.	R	2	Coordinator Title	The title of the person assigned to coordinate the student's evaluation: 01 Educational Diagnostician 02 Certified School Psychologist 03 Speech/Language Pathologist 04 Qualified School Social Worker 05 Audiologist 10 Educational Assessment Teacher 11 Speech and Hearing Therapist 12 Speech/Hearing/Language Specialist 13 GT Teacher (reeval only) 14 Educational Consultant
7.	RA	9	Coordinator SSN	This is an OPTIONAL field to add the evaluation coordinator SSN for reporting purposes.

	R or RA	Size	Field Name	Definition and Values
				INITIAL EVALUATION
7.	R	2	Exceptionality	An identification of the primary exceptionality for which an individual meets *The Pupil Appraisal Handbook* criteria. The primary exceptionality is the classification that will lead to educational programming for the individual: 01 Autism 02 Visual Impairment - Blindness 20 Visual Impairment - Partially Seeing 03 Hearing Impairment - Deafness 08 Hearing Impairment - Hard of Hearing 04 Deaf-Blindness 05 Emotional Disturbance 07 Developmental Delay 11 Specific Learning Disability 12 Mental Disability - Mild 13 Mental Disability - Moderate 14 Mental Disability - Severe 16 Multiple Disabilities 18 Orthopedic Impairment 19 Other Health Impairment 24 No Exceptionality 25 Traumatic Brain Injury 27 Gifted 28 Speech or Language Impairment 32 Talented 99 Unable to complete evaluation process
8.	R	1	Primary Exceptionality	An indication that this exceptionality is the primary exceptionality. Check indicates *yes*.

	R or RA	Size	Field Name	Definition and Values
			INITIAL EVALUATION	
9.	R	2	Exceptionality Detail Codes	Exceptionality Detail Code – An identification of the impairment, deficit or artistic excellence the student meets. Allowed for exceptionalities: 08, 11, 16, 28, 32 and 99. 01 Permanent or Fluctuating Hearing Loss (08) 03 Unilateral Hearing Loss (08) 04 High Frequency Hearing Loss (08) 01 Basic Reading Skills (11) 02 Reading Comprehension (11) 03 Mathematics Calculations (11) 05 Oral Expression (11) 06 Listening Comprehension (11) 07 Written Expression (11) 09 Reading Fluency Skills (11) 10 Mathematics Problem Solving (11) 01 Autism (16) 02 Visual Impairment – Blindness (16) 03 Hearing Impairment – Deafness (16) 04 Emotional Disturbance (16) 05 Mental Disability – Moderate (16) 06 Mental Disability – Severe (16) 08 Orthopedic Impairment (16) 09 Other Health Impairment (16) 10 Traumatic Brain Injury (16) 01 Articulation (28) 02 Fluency (28) 03 Language (28) 04 Voice (28) 01 Music (32) 02 Theater (32) 03 Visual Arts (32) 01 Dropped Out (99) 02 Parent Rescinded Permission (99) 03 Moved out of LEA or state (99) 04 Death (99) 05 Critical Medical Condition (99)

	R or RA	Size	Field Name	Definition and Values
			INITIAL EVALUATION	
10.	RA	2	Extension	The justified reason for extending the number of days required for completion of an individual evaluation: 2 End-of-school year 7 Parentally Approved
11.	R	2	Participant	Titles of the persons who participated in an individual's evaluation: 01 Audiologist 02 Educational Diagnostician 03 Educational Consultant 04 Psychiatrist 05 Optometrist/Ophthalmologist 06 Pediatrician 07 Orthopedist 08 Other Medical Specialist 09 Certified School Psychologist 10 Qualified School Social Worker 11 Speech/Language Pathologist 12 Teacher (Current) 13 School Counselor 14 School Nurse 15 Physical Therapist 16 Occupational Therapist 17 Adapted P. E. Teacher 18 Parent 19 Neurologist 99 Other

	R or RA	Size	Field Name	Definition and Values
			INITIAL EVALUATION	
12.	RA	2	Medical Diagnosis	Those disabilities that have been medically diagnosed by a qualified physician and are to the degree that they adversely affect the student's educational performance and/or ability to function within the normal environment: 01 Amputation 02 Arthogryposis 03 Asthma 04 Cancer 05 Cerebral Palsy 06 Congenital Heart Defect 07 Diabetes 09 Epilepsy 10 Hydrocephalus 11 Leukemia 12 Multiple Sclerosis 13 Muscular Dystrophy 14 Osteogenesis Imperfecta 15 Sickle Cell Anemia 16 Spina Bifida 17 Other Spinal Disability 18 Usher's Syndrome 19 ADD 20 ADHD 21 External Physical Force to the Brain 22 Severe Allergies 23 Narcolepsy 26 Tourette's Syndrome 99 Other *Medical Diagnosis is required for Orthopedic Impairment, Other Health Impairment and Traumatic Brain Injury.

	R or RA	Size	Field Name	Definition and Values
			RE-EVALUATION	
1.	R	8	Permission Request/Start Date	The calendar date on which fully informed parental consent was requested for reevaluation.
2.	R	8	Report Disseminated Date	The calendar date on which the most recent adequate evaluation report was completed and disseminated to the Supervisor/Designee of Special Education (also means Date of Most Recent Evaluation).
3.	R	2	Coordinator Title	The title of the person assigned to coordinate the student's evaluation: 01 Educational Diagnostician 02 Certified School Psychologist 03 Speech/Language Pathologist 04 Qualified School Social Worker 05 Audiologist 10 Educational Assessment Teacher 11 Speech and Hearing Therapist 12 Speech/Hearing/Language Specialist 13 GT Teacher (reeval only) 14 Educational Consultant
4.	R	2	Re–evaluation Reason	The reason that a reevaluation was proposed for an individual: 01 Triennial Reevaluation 02 Significant Change in Placement Proposed 05 Declassification 10 New Concern

	R or RA	Size	Field Name	Definition and Values
**RE-EVALUATION**
5.	R	2	Exceptionality	An identification of the primary exceptionality for which an individual meets *The Pupil Appraisal Handbook* criteria. The primary exceptionality is the classification that will lead to educational programming for the individual: 01 Autism 02 Visual Impairment - Blindness 20 Visual Impairment - Partially Seeing 03 Hearing Impairment - Deafness 08 Hearing Impairment - Hard of Hearing 04 Deaf-Blindness 05 Emotional Disturbance 07 Developmental Delay 11 Specific Learning Disability 12 Mental Disability - Mild 13 Mental Disability - Moderate 14 Mental Disability - Severe 16 Multiple Disabilities 18 Orthopedic Impairment 19 Other Health Impairment 24 No Exceptionality 25 Traumatic Brain Injury 27 Gifted 28 Speech or Language Impairment 32 Talented 99 Unable to complete Evaluation Process
6.	R	1	Primary Exceptionality	An indication that this exceptionality is the primary exceptionality. Check indicates *yes*.

	R or RA	Size	Field Name	Definition and Values
			RE-EVALUATION	
6	R	2	Exceptionality Detail Codes	Exceptionality Detail Code – An identification of the impairment, deficit or artistic excellence the student meets. Allowed for exceptionalities: 08, 11, 16, 28 and 32 01 Permanent or Fluctuating Hearing Loss (08) 03 Unilateral Hearing Loss (08) 04 High Frequency Hearing Loss (08) 01 Basic Reading Skills (11) 02 Reading Comprehension (11) 03 Mathematics Calculations (11) 05 Oral Expression (11) 06 Listening Comprehension (11) 07 Written Expression (11) 08 Other Age – Appropriate Dev. Skill Areas (11) 09 Reading Fluency Skills (11) 10 Mathematics Problem Solving (11) 01 Autism (16) 02 Visual Impairment – Blindness (16) 03 Hearing Impairment – Deafness (16) 04 Emotional Disturbance (16) 05 Mental Disability – Moderate (16) 06 Mental Disability – Severe (16) 08 Orthopedic Impairment (16) 09 Other Health Impairment (16) 10 Traumatic Brain Injury (16) 01 Articulation (28) 02 Fluency (28) 03 Language (28) 04 Voice (28) 01 Music (32) 02 Theater (32) 03 Visual Arts (32) 01 Dropped Out (99) 02 Parent Rescinded Permission (99) 03 Moved out of LEA or state (99) 04 Death (99) 05 Critical Medical Condition (99)
7.	RA	2	Extension	The justified reason for extending the number of days required for completion of an individual evaluation: 2 End-of-school year 7 Parentally Approved *Extensions may not be taken on Triennial Evaluations*

	R or RA	Size	Field Name	Definition and Values
			RE-EVALUATION	
8.	R	2	Participant	Titles of the persons who participated in an individual's evaluation: 01 Audiologist 02 Educational Diagnostician 03 Educational Consultant 04 Psychiatrist 05 Optometrist/Ophthalmologist 06 Pediatrician 07 Orthopedist 08 Other Medical Specialist 09 Certified School Psychologist 10 Qualified School Social Worker 11 Speech/Language Pathologist 12 Teacher (Current) 13 School Counselor 14 School Nurse 15 Physical Therapist 16 Occupational Therapist 17 Adapted P. E. Teacher 18 Parent 19 Neurologist 99 Other

RE-EVALUATION				
	R or RA	Size	Field Name	Definition and Values
9.	RA	2	Medical Diagnosis	Those disabilities that have been medically diagnosed by a qualified physician and are to the degree that they adversely affect the student's educational performance and/or ability to function within the normal environment: 01 Amputation 02 Arthogryposis 03 Asthma 04 Cancer 05 Cerebral Palsy 06 Congenital Heart Defect 07 Diabetes 09 Epilepsy 10 Hydrocephalus 11 Leukemia 12 Multiple Sclerosis 13 Muscular Dystrophy 14 Osteogenesis Imperfecta 15 Sickle Cell Anemia 16 Spina Bifida 17 Other Spinal Disability 18 Usher's Syndrome 19 ADD 20 ADHD 21 External Physical Force to the Brain 22 Severe Allergies 23 Narcolepsy 26 Tourette's Syndrome 99 Other *Medical Diagnosis is required for Orthopedic Impairment, Other Health Impairment and Traumatic Brain Injury

Triennial Reevaluation Waiver				
	R or RA	Size	Field Name	Definition and Values
1.	RA	10	Parental Waiver Permission Date	The date the parent signed the agreement to waive the triennial Reevaluation. Must be entered in the format mm/dd/yyyy

The IEP section of SER is populated by SER IEP Forms. See the IEP Forms User Guide for Data Elements and Definition of the form.

	R or RA	Size	Field Name	Definition and Values
				IEP
1.	N/A	8	Team Meeting Date	The calendar date on which the most recent IEP/Placement Committee team meeting took place.
2.	N/A	2	Type	An indication of the IEP/Placement status: 1 Interim 2 Initial 3 Review
3.	N/A	2	Parent Decision	The decision of the legal authority (parent/guardian or of-age student) to accept or refuse the individual's IEP/Placement: A Approved R Refused to Approve
4.	N/A	8	Parent Sign Date	The calendar date on which the legal authority (parent/guardian or of-age student) signed the IEP for approval of placement. Date IEP committee determined placement. Date required only on initial IEP.
5.	N/A	2	Placement Determination (Codes 01, 02, 03, 05, 09, 10, 19, and 20 are for children 6 years old and older.) (Codes 06, 09, 10, and 14-18 are for children 3-5 years old.)	The type of classroom setting determined for an individual by the IEP Committee [Least Restrictive Environment (LRE)]: 01 Inside Regular Class 80% or More of Day 02 Inside Regular Class 79-40% of Day 03 Inside Regular Class less than 40% of Day 21 In Reg Early Childhood Prog at least 10 hrs/wk and majority of svcs in reg class 22 In Reg Early Childhood Prog at least 10 hrs/wk and majority of svcs in other location 23 In Reg Early Childhood Prog less than 10 hrs/wk and majority of svcs in reg class 24 In Reg Early Childhood Prog less than 10 hrs/wk and majority of svcs in other location 05 Hospital/Homebound 06 Home 09 Separate School 10 Residential Facility 14 Service Provider Location 18 ECSE Separate Class 19 Correctional Facilities 20 Parentally Placed in Private Schools **NOTE: See Louisiana's IEP Handbook for definitions.**

	R or RA	Size	Field Name	Definition and Values
IEP				
6.	N/A	2	Current Grade	The grade in which the student is currently placed: 01 1st - First 02 2nd - Second 03 3rd - Third 04 4th - Fourth 05 5th - Fifth 06 6th - Sixth 07 7th - Seventh 08 8th - Eighth 09 9th - Ninth 10 10th - Tenth 11 11th - Eleventh 12 12th - Twelfth 15 Infant Program (0-2) 20 Preschool Program (3-5) 25 Kindergarten
7.	N/A		Other School Attending	The code assigned to the school, other than the student's home base school, in which the student receives educational services.
8.	N/A	1	Community Based Services	An indication that part of the instructional day is spent or based in the community. Check indicates *yes*.
9.	N/A	2	LEAP Code	Statewide assessment in which the student will participate: 03 LEAP/iLEAP/GEE 04 LAA1 05 LAA2 06 ASA 07 ASA LAA2

The Services Plan (Private) is populated by SER IEP Forms. See the IEP Forms User Guide for Date Elements and Definitions of the form.

	R or RA	Size	Field Name	Definition and Values
				SERVICES PLAN (PRIVATE)
1.	N/A	8	Team Meeting Date	The calendar date on which the most recent Services Plan Committee team meeting took place.
2.	N/A	2	Placement Service Determination	The type of classroom setting determined for an individual by the Services Plan Committee: For children ages 3-5: 21 In Reg Early Childhood Prog at least 10 hrs/wk and majority of svcs in reg class 22 In Reg Early Childhood Prog at least 10 hrs/wk and majority of svcs in other location 23 In Reg Early Childhood Prog less than 10 hrs/wk and majority of svcs in reg class 24 In Reg Early Childhood Prog less than 10 hrs/wk and majority of svcs in other location For children 6 years old and older: 20 Parentally Placed in Private Schools **NOTE:** See **Louisiana's IEP Handbook** for definitions.
3.	N/A	2	Type	An indication of the Services Plan status: 2 Initial 3 Review

	R or RA	Size	Field Name	Definition and Values
				SERVICE
1.	R	2	Service	An indication of the kind of special/related services provided to an individual other than classroom instruction: 01 Speech/Language Pathology Services 02 Occupational Therapy 03 Physical Therapy 04 Counseling Services, including Rehabilitation Counseling 06 Adapted Physical Education 07 Audiological Services 08 Interpreting Services 09 Assistive Technology 10 School Health Services and School Nurse Services 11 Orientation and Mobility Services 12 Recreation, including Therapeutic Recreation 13 Vocational Education 14 Social Work Services in Schools 15 Psychological Services 17 Travel Training 18 Transportation 19 Medical Services for Diagnostic or Evaluation Purposes 20 Parental Counseling and Training 21 Special Education Instruction* *Code 21 – Special Education Instruction allows multiple service providers to be entered. For each service provider, service recipient and service location is required. All other Service Codes allow one service provider to be entered. The service recipient and service location is required
2.	R	8	Start Date	The calendar date on which the service started for an LEA. Start date must be greater than previous Service Termination Date for a particular service, if multiples of the same service exists.
3.	RA	1	Service Terminated	An indication that the service is being terminated. Check indicates *yes*.
4.	RA	8	End Date	The calendar date on which the service was terminated.
5.	RA	2	Termination Reason	An indication of the reason this supplemental service was terminated: 2 Withdrawal/Denial of Parental Approval 4 Progress Indicates Service no Longer Needed 5 Health of Individual Prevents Continuation 6 Moved/Transferred within State/LEA 9 Moved Out of State 10 Service Provider Change 11 Revocation of Consent
6.	R	9	Provider SSN	The Social Security Number of the LEA person or contracted person providing the service.

	R or RA	Size	Field Name	Definition and Values
				SERVICE
7.	R	2	Service Recipient	An indication of the person(s) to whom the service is administered: 01 Parent 02 Student 03 Teacher 04 Teacher and Student 05 Parent and Student 06 Teacher and Parent 07 Teacher, Parent, and Student
8.	R	2	Service Location	The environment in which the service is delivered: C Community (Experiences/lessons occur out in the community) R Regular Class (Service occurs in the regular education classroom) S Special Class (Service occurs in a special education setting)

Int=integer

	R or RA	Size	Field Name	Definition and Values
			ESYS (Extend School Year Services)	
1.	R	8	School Year	School year is calculated based on the current school year.
2.	R	2	ESYS Decision	1 Eligible, student will attend. 2 Eligible, but parent declines services (Enter eligibility criterion/criteria; no further data entered). 3 Ineligible If Ineligible or Eligibility decision will be made late is selected, remainder of screen disappears. Also, previously entered data will be deleted if the value is changed from Eligible.
			Criteria for Determination	At least one Criteria for Determination must be checked
3.	RA	1	Regression – Recoupment	Check if the Criteria for Determination is Regression – Recoupment
4.	RA	1	Critical Point of Instruction 1	Check if the Criteria for Determination is Critical Point of Instruction 1
5.	RA	1	Critical Point of Instruction 2	Check if the Criteria for Determination is Critical Point of Instruction 2
			Special Circumstances:	Check Special Circumstances, if applicable
6.	RA	1	Employment	Check if the Criteria for Determination – Special Circumstance is Employment
7.	RA	1	Transition to Part B (Preschool)	Check if the Criteria for Determination – Special Circumstance is Transition to Part B (Preschool)
8	RA	1	Transition to Post-School Outcomes	Check if the Criteria for Determination – Circumstance is Transition to Post-School Outcomes
9.	RA	1	Excessive Absences	Check if the Criteria for Determination – Circumstance is Excessive Absences
10.	RA	1	Extenuating Circumstances	Check if the Criteria for Determination - Special Circumstance is Extenuating Circumstances
11.	R	8	ESY Services Begin Date	The calendar date on which the ESY service(s) started.
12.	R	8	ESY Services End Date	The calendar date on which the ESY service(s) was ended.
13.	R	2	Special Transportation	The type of special transportation offered to parent(s) of eligible students: 1 School Bus 2 Contracted Carrier 3 Parental Reimbursement for Transportation 4 None Required 5 Lift

	R or RA	Size	Field Name	Definition and Values
ESYS (Extend School Year Services)				
14.	R	int	Student's Total Instructional Day:	Total number of minutes per day (summer only) the student received ESY services. Include all service minutes. Valid range is 1 to 399.
15.	R	int	Total # of Days ATTENDED ESYS	Total number of days the student attended ESY services. Valid range is 0 – 100. If greater than 0, at least one service must be entered.
16.	RA	2	Exit Reason	The reason the student did not remain in the ESYS for the duration of the ESYS as specified on the IEP: 01 Dropped Out of Program 02 Exited School System 03 No Show

Int=integer

	R or RA	Size	Field Name	Definition and Values
ESY SERVICE				
1.	RA	2	Service Code	An indication of the type of service provided as specified on the IEP: 01 Speech/Language Pathology Services 02 Occupational Therapy 03 Physical Therapy 04 Counseling Services, including Rehabilitation Counseling 06 Adapted Physical Education 07 Audiological Services 08 Interpreting Services 09 Assistive Technology 10 School Health Services and School Nurse Services 11 Orientation and Mobility Services 12 Recreation, including Therapeutic Recreation 13 Vocational Services 14 Social Work Services in School 15 Psychological Services 17 Travel Training 19 Medical Services for Diagnostic or Evaluation Purposes 20 Parental Counseling and Training 21 Special Education Instruction
			Service Location	The environment in which the service is delivered:
2.	RA	1	Regular Class	Check if service occurs in the regular education classroom
3.	RA	1	Community/Home	Check if service occurs out in the community or at home
4.	RA	1	Special Class	Check If service occurs in a special education setting
5.	RA	9	Service Provider SSN	The Social Security Number of the LEA person or contracted person providing the service.

Int=integer

	R or RA	Size	Field Name	Definition and Values
				ESYS PROGRESS REPORT
1.	RA	int	Instructional Plan #	This number should corresponds to the number of instructions plans targeted for ESYS in IEP Forms
2.	RA	2	Progress Toward Goal	NA Not Addressed IP Insufficient Progress SP Sufficient Progress A Achieved G Generalized If equal IP, then the IP reason must be entered.
3.	RA	2	IP Reason	01 Frequent Absences/Tardiness 02 Medical/Health 03 Missing Class Assignments 04 Missing Homework Assignments 05 Lack of Preparation – Materials Skill Review 06 Behavior Interfering with Progress 07 Lack of Motivation/Participation 08 Other User must click, SELECT NONE, if the Progress Toward Goal is a value other than IP.

Int=integer

	R or RA	Size	Field Name	Definition and Values
				POST SCHOOL TRANSITION
1.	RA	2	Type	An indication of the type (interval) of transition plan to be entered: 01 Exit Initial Plan 02 Exit First Year Follow-up
2.	R	2	Contact	The result of the attempt to contact the student/parent regarding the student's transition plan: 01 Death 02 Moved/Not Able to Contact 03 Incarcerated 04 Successfully Contacted 05 Returned to High School Campus
3.	RA	2	Living Arrangement	The location in which the student plans to live or currently resides: 01 Live with Parents/Other Family 02 On My Own 03 With Friends 04 Agency Supported: Supervised Apartment 05 Agency Supported: Group Home 06 Agency Supported: Adult Nursing Home 99 Other
4.	RA	2	Post Secondary	An indication of the student's intent to acquire additional education or training in the future or is currently enrolled in postsecondary activities: 01 Four Year University 02 Community College 03 Vocational Technical School 04 Military 05 Do Not Plan to Attend 06 Other Specialized Training 07 High School Completion 08 Short-term Education or Employment Training Program
5.	RA	1	Plan to Work	The student's intent of employment or identifies if the student is currently employed. Check box if yes
6.	RA	2	Work Environment	The work setting in which the student plans to be or is currently employed: (Required if Plan to Work flag is checked) 07 In a Company, Business, or Service 08 In the Military 09 In Supported Employment 10 Self-Employed 11 In Your Family's Business 12 In Sheltered Employment 13 Employed While in Jail or Prison

	R or RA	Size	Field Name	Definition and Values
				POST SCHOOL TRANSITION
8.	RA	2	Career	The field in which the student plans to work or is currently employed: 01 Agricultural/Natural Resources 02 Arts, Audio-Video Tech/Comm 03 Architecture/Construction 04 Business Administration 05 Education/Training 06 Finance 07 Health Science 08 Hospitality/Tourism 09 Human Services 10 Information Technology 11 Law/Public Safety 12 Manufacturing 13 Government/Public Administration 14 Retail/Wholesale Sales/Services 15 Scientific Research/Engineering 16 Transportation, Distribution, Logistics
9.	RA	2	Recreation	The recreation/leisure activities in which the student plans to or is currently participating: (Multiples allowed) 01 Sports 02 Church 03 Lifelong Learning Classes 04 Volunteer 05 Spending Time with Family/Friends 99 Other
10.	RA	2	Agency	The adult agencies that the student has accessed or plans to access for funding and/or services: (Multiples allowed) 01 LRS Louisiana Rehabilitation Services 02 BCSS Bureau of Community Supports and Services 03 OCDD Office of Citizens with Developmental Disabilities 04 OMH Office of Mental Health 05 SSA Social Security Administration 99 None of the Above

	R or RA	Size	Field Name	IFSP DEVELOPMENT
				Definition and Values
1.	R	8	Activity Date	The calendar date on which the interim, initial, review, annual or update (change in service) IFSP activity took place (mm/dd/yy).
2.	R	2	Type	An indication of whether the IFSP status is interim, initial, annual or review: 01 Interim 02 Initial 03 Annual Review 04 6 Month Review 05 Update (change in service)
3.	R	2	Family Service Coordination	Code assigned to the agency that provides Family Service Coordination: 01 Department of Social Services 02 Department of Health and Hospitals 03 Local Education Agency 04 Private Provider/Organization 05 Board Operated Facility 06 Parent 99 Other

			IFSP SERVICE	
	R or RA	Size	Field Name	Definition and Values
1.	R	2	Service	Indicates which services have been proposed on the child's IFSP: 01 Assistive Technology 02 Audiology 03 Family Training, Counseling and Home Visits 04 Health Services 05 Medical Services (for diagnostic or evaluation process) 06 Nursing Services 07 Nutrition Services 08 Occupational Therapy 09 Physical Therapy 10 Psychological Services 11 Respite Care 12 Social Work Services 13 Special Instruction 14 Speech/Language Pathology 15 Transportation 16 Vision Services 17 Family Service Coordination 99 Other Early Intervention Services
2.	RA	8	Start Date	Calendar date (mm/dd/yy) on which service was scheduled to begin.
3.	RA	2	Provider	Indicate the discipline of the provider, who has been proposed to provide services on the IFSP: 01 Orientation and Mobility Specialist 02 Audiologist 03 Family Service Coordinator 04 Pediatrician 05 Physician 06 Nurse 07 Nutritionist 08 Occupational Therapist 09 Physical Therapist 10 Psychologist 11 Family Therapist 12 Social Worker 13 Special Instructor 14 Speech/Language Pathologist 15 Paraprofessional 99 Other Professional Staff
4.	RA	8	Termination Date	Calendar date (mm/dd/yy) on which services were terminated.

Entry data for AEPS should no longer be entered into SER. Only exit data for students who entered during the 2006-2007 school year and before should be entered into SER.

	R or RA	Size	Field Name	Definition and Values
				EARLY CHILDHOOD OUTCOME (AEPS ASSESSMENT) **Assessment, Evaluation, and Programming Systems (AEPS)**
1.	RA	8	Assessment Date	Calendar date on which the entry or exit assessment was completed. Students must have current IEP in order to add AEPS data. The AEPS entry assessment is to be given to students within six weeks of entering Early Childhood Special (ECSE) programs and services. The AEPS exit assessment is to be given to students within six weeks of the 6th birthday or at the end of the age appropriate kindergarten year. Complete an exit assessment ONLY if the child has been given an entry Assessment.
2.	RA	2	Assessment Type	Type of assessment: 01 Social/Emotional 02 Communication/Literacy 03 Behavioral
3.	RA	2	Level	Student's developmental level: 01 Developmental Age Birth – 3 years old 02 Developmental Age 3 – 6 years old Level 1 should be used as the entry assessment for children with significant disabilities in all or most of the developmental domains. Level 2 should be used as the entry assessment for children who may be at or below the developmental level of three years, but are expected to make gains past the development age of three years in all or most of the developmental domains during the ECSE years.
4.	RA	3	Score	Maximum scores for each test are listed below: Outcome #1 (Social-Emotional): Level 1 = 92 Level 2= 126 Outcome #2 (Communication/Literacy): Level 1= 130 Level 2= 220 Outcome #3 (Behavioral): Level 1= 196 Level 2= 124

Appendix D – Error Codes

Code	Error Message	Solution
1000	A valid school site code must be entered. Invalid site codes include: (a) sites ending in '888'.	Choose a site code that exists.
1001	There is an IEP form associated with this Student that is in Draft or in Official status and not submitted to SER. You must first close out this IEP form before the students information can be changed.	Delete Draft IEP Forms and/or Submit Official IEP Forms to SER.
1002	A Jurisdiction cannot be deleted when there is an IEP-Form in Draft or Official status and not submitted to SER. If a jurisdiction correction is needed, contact a member of LDOE\Data Mgt Staff.	Delete Draft IEP Forms and/or Submit Official IEP Forms to SER.
1003	Future dates are only allowed if it is currently between 6/1 and 8/31.	Correct the Jurisdiction or Service Begin Date to be in the past.
1004	{0} does not allow future dates.	Enter a date not in the future
1005	{0} cannot have duplicate data.	Correct the field to have different data from other records.
1006	There is an IEP form associated with this Student that is in Draft or in Official status and not submitted to SER. You may want to first delete or submit this IEP form.	Optionally delete Draft IEP Forms and/or Submit Official IEP Forms to SER.
1007	The record cannot be modified or deleted because it was created prior to a Special Ed Activity being exited by Revocation of Consent.	Remove the Special Ed Exit of Revocation of Consent before modifying or deleting the record.
1008	The selected value is not a valid code for {0} based on the Effective Date, {1}	Pick a valid code for the Drop Down List, or change the Effective Date so that it is a valid code.
1100	An error occurred trying to create/modify current Student record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1101	The student's SSN is already in use.	The student exists. Change the SSN or edit the current student's data

Code	Error Message	Solution
1102	WARNING: Student's age must not be older than 22, unless the student is 23 or 24 and the record already existed.	This is only a warning. A new student in SER cannot be older than 22, but the record for an existing student can be modified if the student is 23 or 24. You may need to correct the Birth Date.
1103	Student's age must not be older than 22.	A new student in SER cannot be older than 22. Correct the Birth Date.
1105	SSN must be 9 digits.	Corret the SSN to be 9 digits.
1106	SSN may only contain numbers.	Correct the SSN to only contain numbers.
1107	The school cannot be closed. Please enter a valid site code that is open as of the Jurisdiction Begin Date.	Choose a site that is open as of the Jurisdiction Begin Date.
1108	Cannot Delete a student with an existing {0}	Delete the items before attempting to delete the Student
1109	At least one Ethnicity value must be set to true.	You must pass in a true value for at least one of the Ehtnicity values.
1200	Cannot change LEA while an evaluation is in process.	Delete the In-Process Evaluation or complete the Evaluation before moving the student to a new Jurisdiction.
1201	Open Service(s) must first be closed.	Close open Services before moving the student to a new Jurisdiction.
1202	Overlapping Jurisdiction records not allowed.	Change the Begin Date of the Jurisdiction so it is after the previous End Date.
1203	An error occurred trying to close previous jurisdiction record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1204	Invalid jurisdiction records for student. Student has multiple open jurisdictions.	Close previous Jurisdiction before opening a new one.
1205	Jurisdiction Begin Date cannot be edited once set the first time.	Do not try to modify the Jurisdiction Begin Date.
1206	A valid jurisdiction code must be entered.	Select a valid, open LEA.
1207	Jurisdiction Saved. Please verify Parent / Guardian Address.	This is not an error. It is a reminder to verify that the Parent / Guardian Address is correct, since if the school has changed, the address may have as well.
1208	Site ID cannot be edited once set the first time.	Do not try to modify the Jurisdiction Site ID.

Code	Error Message	Solution
1209	Open IFSP Service(s) must first be closed.	Close open IFSP Services before moving the student to a new Jurisdiction.
1210	Cannot delete Jurisdiction record.	Cannot delete Jurisdiction record.
1300	Cannot delete Parent/Guardian record.	Cannot delete Parent/Guardian record.
1400	SpEd Activity begins before a previous SpEd Activity ends.	Correct the SpEd Activity begin date to be after the end of the previous SpEd Activity.
1401	An error occurred trying look for open Evaluations before exiting the student.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1402	Student cannot be Exited with Evaluation still open. Close all open Evaluations before exiting student.	Complete/delete all open Evaluations.
1403	Student cannot be Exited with Re-evaluation still open. Close all open Re-evaluations before exiting student.	Complete/delete all open Reevaluations.
1404	An error occurred trying to close an open jurisdiction.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1405	An error occurred trying to close open services.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1406	An error occurred trying to re-open a closed jurisdiction. Sped activity cannot be re-opened after jurisdiction has changed.	A new SpEd Activity must be created or the previous Jurisdiction reopened.
1407	An error occurred trying to save a Re-Evaluation Decline Date. Re-Evaluation Decline date must be greater than the begin date of the current Jurisdiction.	Choose a Reevaluation Decline Date greater than the current Jurisdiction Begin Date.
1408	{0} must be greater than Entry Date.	The SpEd Activity Exit Date and Reevaluation Decline Date must be greater than the SpEd Activity Entry Date.
1409	SPED activity has Post School Transition. Cannot delete SPED Activity.	The Post School Transition related to this SpEd Activity must be deleted or the SpEd Activity cannot be deleted.
1410	Student's age must be at least 22 for exit code.	Change Exit Code to something other than Reached 22nd Birthday.

Code	Error Message	Solution
1411	Student's age must be at least 16 to graduate with diploma.	Change Exit Code to something other than Hight School Diploma.
1412	If the Special Ed Activity Exit Reason is provided, an Exit Date is required.	If closing the Special Ed Activity, provide a date. Otherwise do not close the Special Ed Activity.
1413	If the Special Ed Activity Exit Date is provided, an Exit Reason is required.	If closing the Special Ed Activity, provide a reason. Otherwise do not close the Special Ed Activity.
1414	Special Ed Activity Exit Date and Exit Code are required if Reevaluation Decline date is entered.	Need to provide the exit date and code when providing the Reevaluation decline date
1415	All Evaluations require a Disseminated Date for the Jurisdiction to be closed or deleted.	You must enter a Disseminated Date for all Evaluations or delete any In Process Evaluations.
1416	A Special Ed Activity cannot be exited with Exit Reason of 17 - Revocation of Consent if the current Evaluation is Gifted / Talented only.	The Special Ed Activity must have a different Exit Reason.
1417	A Special Ed Activity cannot be exited with Exit Reason of 17 - Revocation of Consent prior to 7/1/2009.	The Special Ed Activity must have an Exit Date later than 7/1/2009 or a different Exit Reason.
1418	The previous Special Ed Activity was exited with Revocation of Consent. An IEP must be created.	Go through the process to reintroduce a Revocated student to SER, which includes a new Inital (regular) or Review (G/T) IEP.
1419	Re-Eval Decline Date must be greater than the Special Ed Activty Exit Date	Modify the Re-Eval Decline date to be greater than the Special Ed Activity Exit date
1420	Special Ed Exit Date must be greater than the current Jurisdiction begin date	Modify the Special Ed Exit Date to be greater than the current jurisdiction begin date
1421	To use Exit Reason of Transferred to Regular Ed, the student must have closed services, and must either be in Home-School or Private school or have a Gifted/Talented or No Exceptionality.	If the student is being exited due to No Exceptionality, first access the Service page and close all services with a service termination reason of Progress Indicates Service No Longer Needed. Then access the Special Education Activity page and enter this exit reason.
1422	Exits including the State Approved Skills Certificate may not be used for Exit Dates prior to 9/1/2011.	Use a different Exit Code or change the Exit Date to 9/1/2011 or greater.
1500	Student's age is invalid for Immediate Referral Reason of Infant/Toddler.	Change the Pre Referral Reason.

Code	Error Message	Solution
1501	The SBLC Decision Date must be after the previous Special Ed Activity Revocation Exit Date.	Increate the SBLC Decision Date to something after the Revocation Exit Date
1502	Pre-Referral Reason is required unless immediate referral reason is entered.	Enter a Pre-Referral Reason.
1503	Cannot delete the last remaining Pre-Referral Reason for this Pre-Referral Activity.	Either change the remaining Pre-Referral Reason or add a new one before deleting the remaining one.
1600	Duplicate Screenings for the same date are not allowed.	Change the Screening Code and/or Date.
1601	Result Code of 'Advanced' is not an accepted value for this screening type.	Change the Screening Code or Result Code.
1700	Duplicate Exceptionalities for the same Evaluation are not allowed.	Choose a different Exceptionality or do not add the Exceptionality.
1701	A primary exceptionality already exists for this evaluation.	Change the Exceptionality to a Secondary or do not add the Exceptionality.
1702	Student's age must not be older than 8 for Developmental Delay.	Change Exceptionality to something other than Developmental Delay or do not add the Exceptionality.
1703	One or more Exceptionality Codes cannot be the Primary Exceptionality.	Change the Exceptionality or make it a Secondary or do not add the Exceptionality.
1704	Invalid Exceptionality Code selected for secondary exceptionality.	Change the Exceptionality or make it a Primary or do not add the Exceptionality.
1706	Current user does not have authority set an extension.	Your user does not have rights to set an extension.
1707	Only 3 extensions are allowed per each evaluation.	Either delete an existing extension or do not add this extension.
1708	An error occured trying to check Re-Evaluation Reason Code.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1709	Cannot add end of school year extension for the selected Re-evaluation Reason.	Select a different Re-evaluation Reason or do not add an extension.
1710	Evaluation does not allow duplicate Report Disseminated Dates.	Change the Report Disseminate Date to a date greater than previous Evaluation's Disseminated Date.
1711	Evaluation does not allow duplicate start dates.	Change the Evaluation Start Date to a date greater than the previous Evaluation's Start Date.
1712	Eligibility Determination Date is missing.	Provide the Eligibility Determination Date.
1713	A valid PreReferral is required to add an Evaluation.	Enter a valid Pre Referral before adding an Evaluation.

Code	Error Message	Solution
1714	An error occurred trying to validate current PreReferral record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1715	Evaluations must have a Primary Exceptionality. If you are adding the Evaluation, add the evaluation without the Report Disseminated Date, then add a Primary Exceptionality later, then save the Report Disseminated Date.	Add a Primary Exceptionality before saving the Report Disseminated Date.
1716	One or more evaluations are missing required detail. If you are adding the Evaluation, add the evaluation without the Report Disseminated Date, then add a Primary Exceptionality later, then save the Report Disseminated Date.	Add at least one Detail to the Exceptionalities that need Detail before saving the Report Disseminated Date.
1717	One or more selected Exceptionalities requires a Medical Impairment. If you are adding the Evaluation, add the evaluation without the Report Disseminated Date, then add the Medical Impairment, then save the Report Disseminated Date.	Add a Medical Impairment before saving the Report Disseminated Date.
1718	Evaluations must have at least two participants. If you are adding the Evaluation, add the evaluation without the Report Disseminated Date, then add participants, then save the Report Disseminated Date.	Add two Participants before saving the Report Disseminated Date.
1719	Ser Evaluation Coordinator is a required field.	Select an Evaluation Coordinator.
1720	Permission Request Date cannot be greater than Decision Date.	Choose a Permission Request Date before the Decision Date.
1721	Eligibility Determination Date cannot be greater than Report Disseminated Date.	Choose an Eligibility Determination Date before the Report Disseminated Date.
1722	Start Date cannot be greater than Report Disseminated Date.	Choose a Start Date before the Report Disseminated Date.
1723	An error occurred trying to compare Evaluation dates.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1725	Permission Request date cannot be earlier than Initial Evaluation Decision Date.	Choose a Permission Request Date that is later than an Initial Evaluation Decision Date.

Code	Error Message	Solution
1726	An error occurred trying to check Initial Evaluation.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1727	Initial Evaluation has Parent Decision Code of 'No'.	A Reevaluation needs an approved Initial Evaluation.
1728	No Initial Evaluation record found.	A Reevaluation needs an Initial Evaluation.
1729	Primary Exceptionality cannot be Gifted/Talented when another disabling Exceptionality exists.	Change to a different exceptionality.
1730	Secondary Exceptionality cannot be disabling when the existing Primary exceptionality is Gifted/Talented.	Change to Talented or do not add the Exceptionality.
1731	Exceptionality Code of {0} cannot have multiple Detail Codes.	Limit the number of Detail Codes to 1, or change the Exceptionality Code.
1732	The Parental Approval Date and Report Disseminated date must be the same	Change the Report Disseminated Date to match the Parental Approval Date
1733	A Waived Re-Evaluation must have the same Exceptionalies, Medical Diagnosis, and Participants as the previous Evaluation.	Update the new Re-Evaluation to have the same Exceptionalies, Medical Diagnosis, and Participants as the pervious Evaluation.
1734	A Triennial Re-Evaluation is not allowed to have extensions.	Remove the Extensions or change Reevaluation Reason.
1735	GT Teacher is valid coordinator only for re-evaluations.	Change coordinator to other value.
1736	An initial evaluation requires a screening date and result code for each type of screening	Create the required screenings for this student
1750	Triennial Re-evaluation Waiver report disseminated date must be greater than the prior evaluation start date.	Change the Triennial Re-evaluation Waiver report disseminated date to be greater than the original evaluation.
1751	Triennial Re-evaluation Waiver report disseminated date must not be greater than or equal to the next evaluation start date.	Change the Triennial Re-evaluation Waiver report disseminated date to be less than the than or equal to the next evaluation start date.
1752	Cannot delete the evaluation when it preceeds a Triennial Re-evaluation Waiver.	Delete the existing Triennial Re-evaluation Waivers.
1753	Parental Waiver Permission Date must be 2 years and 6 months to 3 years since the previous evaluation Report Disseminated Date. Unless 2 years and 6 months occurs in June or July, at which point it must be greater than 2 years and 4 months.	Change the Parental Waiver Permission Date to be within the criteria.

Code	Error Message	Solution
1754	Triennial Re-evaluation Waiver cannot be created for an in progress evaluation.	Enter Triennial Re-evaluation Waiver after evaluation has been disseminated.
1755	The Exceptionality Detail Code {0} is not valid for the Exceptionality chosen.	Choose a different detail code or a different exceptionality code.
1756	For exceptionality of {0} at least two Details must be selected.	Add another Detail or change the Exceptionality Code.
1757	Exceptionality Code of {0} needs Detail Codes.	Add a Detail or change the Exceptionality Code.
1758	Extension Number of Days value must be between 1-30	Please enter a value between 1-30 for the Extension field Number of Days
1759	Extension Approval Date must be after Evaluation Start Date	Please enter an Extension Approval Date that is after the Evaluation Start Date
1760	End of Year Extension Reason does not require Date Approved and/or Number of Days	Remove values for Date Approved and Number of Days or Change the Extension Reason
1761	An error occured trying to check the Evaluation Extension	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1762	An Evaluation is limited to only one end of year extension	Extension type cannot be end of year
1763	Evaluation extension Approval date must be unique	Evaluation extension Approval date must be unique
1764	Coordinator Title Code is not required for Triennial Reevaluation Waivers. The value supplied in the Coordinator Title field will not be saved.	Coordinator Title should not be submitted with Triennial Reevaluation Waivers.
1765	An Initial Evaluation EOY extension can only be created when the initial evaluation start date is between 3/1 and 7/31	Initial evaluation start date must be between 3/1 and 7/31
1766	A Pre-Referral is required after the previous Special Ed Activity Revocation Exit Date.	A Special Ed Activity was exited with type of Revocaiton of Consent, and a regular Eval, so a Pre-Referral is required before a new Initial Evaluation can be created.
1767	An Initial Evaluation is required if the Evaluation prior to a Special Ed Activity exited with reason Revocation of Consent was Disabling	Change the evaluation to an Initial Evaluation.
1768	A G/T only Re-Evaluation is required if the Evaluation prior to a Special Ed Activity exited with reason Revocation of Consent was partly Gifted / Talented	Change the evaluation to a G/T only Re-Evaluation.

Code	Error Message	Solution
1769	The Initial Evaluation Decision Date must be after the Special Ed Activity Revocation Exit Date	Make the Decision Date greater than the Exit Date
1770	The Re-Evaluation Permission Request Date must be after or equal to the Special Ed Activity Revocation Exit Date	Make the Permission Request Date greater than the Exit Date
1771	A Triennial Waiver cannot be created for an Evaluation having an Exceptionality of 99-Unable to complete Evaluation Process	Change the Evaluation Exceptionality
1772	A Triennial Waiver ReEvaluation requires a value for the Report Disseminated Date	Supply a value for the Report Disseminated Date Field
1773	A Triennial Waiver ReEvaluation cannot be completed for an expired evaluation	Change the Parental Waiver Permission Date to be within the valid 3 year evaluation period.
1774	Triennial Re-evaluation Waiver cannot be created if the original evaluation's Disseminated Date Field is null.	Supply a value for the for the original evaluation's Disseminated Date Field.
1800	LEAP code must be LEAP / iLEAP / GEE or ASA since current evaluation has Gifted as primary or secondary exceptionality or talented as primary.	Update the Evaluation or set the Leap code to LEAP / iLEAP / GEE or ASA.
1801	An IEP must be entered using the IEP Forms system after April 1, 2008	Open IEP Forms and enter the IEP information.
1802	This IEP was created automatically by the IEP Form subsystem. Any changes to this IEP must be made by modifying the IEP Form	Open IEP Forms and make the required changes to the IEP.
1803	A valid SpEd Activity record can not be found for the IEP Team Meeting date.	A SpEd Activity must be created that occurs during the Team Meeting Date.
1804	There is an IEP form associated with this IEP. The IEP form must first be deleted before the IEP can be deleted.	Delete the IEP Form and try deleting the IEP again.
1805	Unable to delete the IEP with Services that belong to it.	Remove the services from the IEP and try the delete again.
1806	IEP cannot be deleted because services exist with start dates greater than the IEP date.	Remove services occuring after the IEP and try deleting the IEP again.
1807	An error occurred trying to delete Activity record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1808	An Initial IEP requires the Parent to attend the meeting.	Indicate that the parent has attended and their decision and save again.

Code	Error Message	Solution
1809	IEP Team Meeting Date cannot be changed to be greater than the start date for depending services.	Change the Team Meeting Date to be before the start of services.
1810	An error occurred trying to validate the IEP Team Meeting Date.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1811	An Immediate Pre-Referral and an in-process Evaluation is required to add an Interim IEP.	Create an Immediate Pre-Referral and start an Evaluation and then recreate the Interim IEP.
1812	An Out of State Immediate PreReferral Reason or a completed or in process Evaluation is required to add an IEP of type Review.	Enter in an Immediate PreReferral Reason or create an Evaluation and then create the Review IEP.
1813	A current Evaluation is required to add an IEP.	Create an evaluation and then add the IEP.
1814	An error occurred trying to validate current Evaluation record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1815	A valid site code must be entered.	Enter a valid Site Code and try your save again.
1816	IEP Team Meeting Date conflict. Multiple IEP's are not allowed to have the same Team Meeting Date.	Update your Team Meeting date.
1817	Error in Current Grade Field. Not Enrolled is not a valid grade code for an IEP.	Update the current grade code.
1818	If parent sign date is entered, parent decision code must be entered.	Enter the parent decision code.
1819	Error in field(s) {0}. These fields are required but no values were provided.	Enter a value in the specified field.
1820	Student's age is not valid for Placement Determination code selected.	Update the Placement Determination code.
1821	Parentally Placed in Private School is not a valid placement for IEP.	Select a different placement code.
1822	An error occurred trying to check student age for Placement Determination.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1823	Placement determination does not match school information.	Update the Placement Determination or school information.
1824	Incomplete site information for placement determination validation.	Complete the required site information.

Code	Error Message	Solution
1825	An IEP and a Services Plan cannot have the same Team Meeting Date.	Update the Team Meeting Date for the IEP or Services Plan.
1826	An error occurred trying to create SpEd Activity record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1827	A current Evaluation is required to add a Service Plan	Enter a current Evaluation and then create the Service Plan.
1828	An error occurred trying to validate current Evaluation record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1829	Services Plan Team Meeting Date conflict. Multiple Services Plans are not allowed to have the same Team Meeting Date.	Update the Team Meeting date.
1830	Student's age is not valid for Placement Determination code selected.	Update the Placement Determination Code.
1831	Invalid Placement Determination Code. Team Meeting dates after 10/01/2006 have limited values for Placement codes.	Select a different placement code.
1832	An error occurred trying to check student age for Placement Determination.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1833	An error occurred trying to create SpEd Activity record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1834	If the value for LEAP Code is LAA 2, at least one LAA 2 Content Area must be selected.	Change the value of LEAP Code, or select at least one Content Area.
1835	Unable to delete the Services Plan with Services that belong to it.	Remove the services from the Services Plan and try the delete again.
1836	Services Plan cannot be deleted because services exist with start dates greater that the Services Plan date.	Remove services occuring after the Services Plan and try deleting the Services Plan again.
1837	An error occurred trying to delete Activity record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1838	A Services Plan must be entered using the IEP Forms system after September 1, 2008	Open IEP Forms and enter the Services Plan information.
1839	This Services Plan was created automatically by the IEP Form subsystem. Any changes to this Services Plan must be made by modifying the IEP Form	Open IEP Forms and make the required changes to the Services Plan.

Code	Error Message	Solution
1840	An Initial Evaluation is required after the previous Special Ed Activity Revocation Exit Date before adding an IEP.	Add an Initial Evaluation with a Decision Date greater than the Revocation Date.
1841	A Gifted / Talented Re-Evaluation is required after the previous Special Ed Activity Revocation Exit Date before adding an IEP.	Add a Gifted / Talented Re-Evaluation with a Permission Request Date greater than or equal to the Revocation Date.
1900	A valid SpEd Activity record can not be found for the {0} Date.	A SpEd Activity must be created that occurs during the Service Begin and End Dates.
1901	An error occurred trying to check valid SpEd Activity Record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1902	{0} must be greater than {1}.	Update the start and end date.
1903	The service begins before a previous service ends.	Update the service date to start after the previous service ends.
1904	A current completed Evaluation is required to add a Service.	Create a current Evaluation, with a Report Disseminated Date, and try adding services again.
1905	An error occurred trying to create validate current Evaluation record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
1906	A current IEP or Services Plan is required to add/change a Service.	Create a current IEP or Service plan and try adding services again.
1907	Multiple Service Providers are not supported for this type of Service. Please delete all extra service providers before changing the service.	Delete all extra service providers before changing the service.
1908	Termination reason code required. Please supply a termination reason code.	Enter a reason code.
1909	Error in field(s) {0}. These fields are required but no values were provided.	Complete the required field(s)
1910	Cannot delete the last remaining Service Provider for this Service.	Either change the remaining Provider or add a new one before deleting the remaining one.
1911	A new Service requires at least one Provider. Use the Initial Provider, Initial Service Detail, and Initial Service Location fields to submit at least one Provider.	In Batch / XML, the Initial_ fields are used to submit at least one Provider with the Service. Remaining Providers (if applicable) can be submitted using the regular ServiceProvider block. Changes and Deletes to all Service Providers should occur using the ServiceProvider block as well.
1912	A Service created prior to a Special Ed Activity Revocation Date must remain closed.	Re-enter Service End Date and Termination Code or cancel change.

Code	Error Message	Solution
1913	A Service created after a Special Ed Activity Revocation Date must have a Start Date that is greater than or equal to the IEP Team Meeting Date.	Change the Service Start Date to the Team Meeting Date or greater.
2000	A valid SpEd Activity record can not be found for the {0} Date.	A SpEd Activity must be created that occurs during the ESYP Begin and End Dates.
2001	An error occurred trying to check valid SpEd Activity Record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2002	The IEP Referral Code field is a required field.	Enter a value for the Referral Code.
2003	Begin Date cannot be before IEP Meeting Date.	Update the begin date to be after the IEP Team Meeting Date.
2004	End Date cannot be before Begin Date.	Change the Begin Date to be before the end date or the End Date to be after the Begin Date.
2005	End Date cannot be after 8/31.	Update the End Date to be on or before 8/31.
2006	Begin Date cannot be after 8/31.	Update the Begin Date to be before 8/31.
2007	A current Evaluation is required to add an ESYP record.	Create a current Evaluation and try adding the ESYP again.
2008	Invalid primary exceptionality code.	Enter a valid primary exceptionality code.
2009	Invalid secondary exceptionality code.	Enter a valid secondary exceptionality code.
2010	Invalid IEP Decision Code.	Enter a valid IEP Decision code.
2011	An error occurred trying to check for valid IEP decision code.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2012	Student's age is not valid for ESYP.	Verify the student's birthdate.
2013	An error occurred trying to check student age for ESYP.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2014	Begin school year cannot come after end school year.	Update the end school year date to be after the begin school year date.
2015	An error occurred trying to check school year dates.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2016	An error occurred trying to check critical dates.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2017	An error occurred trying to validate current Evaluation record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.

Code	Error Message	Solution
2018	At least one service is required if the Total # of Days Attended is greater than 0	Enter the service record information.
2019	If progress toward goal is IP-Insufficient Progress an IP Reason code must be supplied	Enter the IP Reason Code information.
2020	ESY Services Begin and End Dates entered are not valid for the current School Year. If these dates are correct, please contact LDOE and request that the School Year be changed.	Please contact LDOE and request that the School Year be changed.
2021	An ESY record for this School Year already exists.	You must either get LDOE to change the school year of the existing ESY record or create this record next year.
2022	At least one Criteria for Determination must be selected	Please select at least one Criteria for Determination.
2023	At least one Service Location must be selected	Please select at least one Service Location.
2100	Student already has a Post Transition Plan of that type.	Select a different PST Plan type.
2101	A Valid Career Code is required when Working is selected.	If the type of the PST is Exit First Year Follow-up and Working is selected, then provide the Career Code, or uncheck Working.
2102	Work Hours must be between 1 and 168 when Plan To Work is True.	Enter the number of hours between 1 and 168 the student plans to work.
2103	SpEd Activity record Exit Code does not allow Post Transition Plan.	Correct SpEd Exit Code and resubmit the data.
2104	Work Type is required when Working is selected.	If the type of the PST is Exit First Year Follow-up and Working is selected, then provide the Work Type, or uncheck Working.
2200	Student's age must be not be greater than 3 for IFSP.	Verify the Student's birthdate.
2201	Service Termination Date cannot be before Begin Date.	Verify the service Begin and End dates.
2202	Service Start Date cannot be before Development Activity Date.	Verify the IFSP Service Start Date and Development Activity Dates.
2203	A valid IFSP Development Activity record can not be found for the IFSP Service Date.	An IFSP Development Activity must be created that occurs during the IFSP Service Start and End Dates.
2204	An error occurred trying to check valid IFSP Development Activity Record.	A Generic Error occurred. Please try again, and if it persists, contact a member of LDOE\Data Mgt Staff.
2205	IFSP Services exist with a Start Date after the IFSP Development activity.	Delete any IFSP services after the IFSP Development Activity

Code	Error Message	Solution
2206	IFSP Service Start/Termination Dates overlap with another IFSP Service	
2300	The IEP/Services Plan Team Meeting date is on or after July 1, 2007. Access AEPSi to record entry test results.	Access AEPSi to record entry test results.
2401	User does not have a service open in SER for this student or is missing an association to the services provided in SER. Please contact your LEA Medicaid Administrator.	Please contact your LEA Medicaid Administrator.
2402	There are no users associated to a Provider SSN with a service open in SER for this student. If this is in error, please use the Medicaid Admin screen in Tools to associate a user to a Provider SSN or contact your SER Data Writer to fix the student's Service records.	Please use the Medicaid Admin screen in Tools to associate a user to a Provider SSN or contact your SER Data Writer to fix the student's Service records.
2403	{0} must be greater than {1}.	Verify the Medicaid Billing Start date is prior to the Medicaid Billing End Date
2404	The Medicaid Billing Date Range must have an existing active Medicaid related Service	Verify the Medicaid Billing date range is within the Medicaid related Service date range
2405	The Medicaid Session Date Range overlaps an existing Medicaid Session Date Range	Review the existing Medicaid Session Date Range
2406	The student's Medicaid ID is already in use.	The student's MedicaidID is already in use. Verify the Medicaid ID is correct or notify your Medicaid Adminstrator that there is a conflict.
9001	The contents of the flagged field {0} are not alphabetic. (Alphabetic includes the characters [A-Z a-z - . \ / ' ( )].)	Correct the flagged field by entering valid alphabetic characters.
9002	The contents of the flagged field {0} are not numeric. (Numeric includes the numbers 0-9 and blanks.)	Correct the flagged field by entering valid numeric data.
9004	The date in field {0} is not in the correct form (CCYYMMDD).	Correct the date by entering numeric data in the correct format.
9005	Error in field {0}. Invalid value supplied for this code value field ({1}).	Correct the flagged field by entering valid data.
9006	Error in foreign key field {0}. Invalid value supplied for this code value field ({1}).	Correct the flagged field by entering valid data.
9011	An unexpected system error has ocurred. Processing of the file was stopped. Error: {0}	Review the text of the error message itself to determine what to do.

Code	Error Message	Solution
9012	The header record was either not found or was not valid.	Add a header record or correct its format.
9013	Current user does not have Jurisdiction to upload information for the specified student.	Correct the Sponsor Code field to match the user's LEA, contact LDE personnel to change the permissions of the user, or have an alternate user submit the batch file.
9014	Didn't read expected number of characters. Expected {0} characters, read {1} characters.	Inspect the record to determine if characters were missing.
9015	The contents of field {0} are not appropriate for a Flag field. (Valid characters include 0,1,n,y,N,Y or a blank.)	Correct the flagged field by entering valid data.
9016	The contents of the ActionCode field are not appropriate. (Valid values include {0}.)	Enter a valid Action Code.
9018	The flagged block, which is marked with an action code of N/No Change, does not match the data currently in SER.	Investigate the differences.
9019	The student record was deleted as requested; action code was D/Delete.	Verify that the student record was intended to be deleted. If not, contact LDE SER peronnel to attempt to recover the student's record.
9020	{0} block(s) of this type is(are) required per record.	Correct the file and then resubmit the data.
9022	Unknown BlockId encountered. Information: {0}. This could be due to a typo in the BlockId or a problem in the data of a previous block which has caused a positioning problem.	Look for an earlier error that indicates a problem with an earlier block. Once that is fixed, this error will likely go away. Or, correct the blockId.
9023	The record specified in the Original field of this block was not found in SER.	Either submit the record for ADD or correct the Original field of this block.
9024	The flagged block, which was submitted as an Add, already exists in the database with the same information as submitted.	No action necessary. To avoid the message, change the Action Code to N/No Change.
9025	The flagged block, which was submitted as an Add, already exists in the database (based on the original fields), but with difference information than submitted.	Investigate the differences.
9026	The student record was added as requested; action code was A/Add.	Verify that the student record was intended to be added.
9027	The State ID Number of the student record was changed as requested; action code was C and StateIdNumber was different than existing number in SER.	Verify that the State Id Number of the student record was intended to be changed.

Code	Error Message	Solution
9028	The batch/xml file was missing required action codes.	Please verify the batch/xml file against the layout.
9029	The batch/xml file has action codes but the file type specified they are not required.	Please verify the batch/xml file against the layout.
9030	The parent block/XML element does not exist.	Correct the batch/xml by including the parent data element
9031	User has no data restrictions so can not edit student information	Check source code for possible error in file SerRequestBlock.cs
9032	Values provided for both SblcEntryDate and ImmediatePrereferralReasonCode. Only one of these fields should be provided. Using ImmediatePrereferralReasonCode, ignoring SblcEntryDate.	No action necessary. To avoid the message, only provide one field or the other.
9033	SPED Activity cannot be added. Must add an IEP/Services Plan to create a SPED activity.	Add an IEP/Services Plan block along with the SpEd Activity block.
9034	Error in fields SblcEntryDate and ImmediatePrereferralReasonCode. One of these fields is required but no values were provided.	Provide a value for one field or the other.
9035	Current user does not have permission to upload information for the specified sponsor ({0}).	Correct the Sponsor Code field to match the user's LEA, contact LDE personnel to change the permissions of the user, or have an alternate user submit the batch file.
9036	Current user does not have permission to upload information for the student's current sponsor ({0}).	Correct the Sponsor Code field to match the user's LEA, contact LDE personnel to change the permissions of the user, or have an alternate user submit the batch file.
9037	Current user's LEA does not have LDOE Approval to upload information for the specified sponsor ({0}).	Correct the Sponsor Code field to match the user's LEA, contact LDE personnel to change the permissions of the user, or have an alternate user submit the batch file.
9038	A new ReEvaluation can not be submitted as a waived ReEvaluation.	Submit the new ReEvaluation as a regular ReEval and then update it to flag it as a Waived ReEval
9039	A Jurisdiction Add was detected, so the Jurisdiction Add is the only change that will be applied to the system. Any other blocks will need to be submitted in a different file.	After the Jurisdiction is added, add the rest of the blocks to another submission.
9040	The date in field {0} is out of the valid date range (1/1/1900 to 12/31/9999).	Change the date to something within the date range SQL will accept (1/1/1900 to 12/31/9999).

Appendix E – Reports

Report Tree Location	Report Title	Description
AEPS	AEPS Listing	This report displays AEPS students by school year and form level in 3 sections: a) Students in the AEPS Age (3-5) Range, b) Students with Entry and Exit Data, and c) Students with Entry Data and No Exit Data. The calculation for chronological age is: subtract the child's DOB from the test date and if the child is 15 days or more over, we round up to the next month. Example: if a child is 3 years 2 months and 16 days, we say he is 3 years 3 months. Fields displayed: Student Name, Student ID, School Code, Birth Date, Age, Assessment Type, Entry Date Entry Score, Exit Date and Exit Score.
AEPS	Students age 3 to 5 with IEPs	This report displays AEPS students Ages 3 to 5 with Initial IEPs in SER for a particular school year. Fields displayed: Student Name, State ID, DOB, and Team Meeting Date.
Compliance	Business Day	This report displays evaluation dates, start and end dates with extensions, for a selected year. Fields displayed: Start Date, 45 Business Days Including Summer, 60 Business Days Including Summer, 30 Business Days Extension, 60 Business Days Extension Generate this report at the end of each school year for the next school year.
Compliance	Eval Summary	This report provides a LEA level evaluation status (counts and percentages) for a selected month for disabled and gifted/talented students. Counts are provided for the month and YTD. Out of Timeline counts are provided to-date, also. Evaluations counts are displayed by category: Completed In Timelines and Out of Timelines counts are displayed. In addition, the Out of Timelines counts are listed by category: Completed, In Process, and Past Due for the month. Generate this report at the beginning of each month and again prior to the monthly compliance deadline. Evaluation Compliance is reported monthly for the previous month.

Report Tree Location	Report Title	Description
Compliance	Eval Detail	This report displays disabled and gifted/talented student level evaluation status for a selected month. Evaluations are displayed by category: In Timelines – In Process, Out of Timelines – In Process, Completed in Timelines, Out of Timelines – Past Due, and Out of Timelines – Completed. Fields displayed: Student Name, State ID, Local ID, Site Code, Exceptionality, Type, Start Date, Disseminated Date, Extensions, Due Date, and Previous Disseminated Date Generate this report at the beginning of each month and again prior to the monthly compliance deadline. Evaluation Compliance is reported monthly for the previous month.
Compliance	Re-Eval Management	This report displays evaluations coming due within 90 operational days and past due by school and teacher. Fields displayed: Student Name, State ID, Local ID, Exceptionality, Date of Most Recent Evaluation, Number of Operational Days Prior to Due Date, Number of Operational/Day Re-Eval Past Due Gifted or Talented students will be displayed **only** if they have open services. Generate this report at least once a month.
Compliance	IEP Detail	This report displays disabled and gifted/talented student level IEP status for a selected month. IEPs are displayed by category: Completed in Timelines and Past Due. Fields displayed: Student Name, State ID, Local ID, Site Code, Exceptionality, Initial/Review, Team Meeting Date, Due Date and Previous Meeting Date, IEP Authority SSN (masked), IEP Authority Name. Generate this report at the beginning of each month and again prior to the monthly compliance deadline. IEP Compliance is reported monthly for the previous month.

Report Tree Location	Report Title	Description
Compliance	IEP Summary	This report provides an LEA level IEP status (counts and percentages) for a selected month. Counts are provided for the month and YTD. Completed In Timelines and Out of Timelines counts are displayed for disabled and gifted/talented students. Generate this report at the beginning of each month and again prior to the monthly compliance deadline. IEP Compliance is reported monthly for the previous month.
Compliance	Infant/Toddler Transition Report	This report lists, in alphabetical order, Students Ages 2.5 to 3.0 with IFSP Open Services. Fields displayed: Eval Disseminated Date, Eval Type, Primary Exceptionality, and IFSP Date.
Compliance	Part C Transition	This report lists students who have: 1. Open jurisdiction (not exited) 2. Part C flag checked under Pre-Referral Activity. Fields displayed: Transition meeting notice received date, Transition meeting date, State ID, Student Name, Dissemination Date, Exceptionality, Birth Date, Team Meeting Date, Service Start Date, Age, IEP Completed by 3rd Birthday (Yes or No), and Services started within timelines (Yes or No). Services must be started by the student's 3rd birthday. If the 3rd birthday falls on a non school day, services must begin on the first school day after the 3rd birthday. Generate this report frequently to monitor compliance. LDE checks compliance on the last business day of the month following the quarter.
ESYS	Eligible (Served/ Not Served)	This report provides a listing of eligible ESYS students. Served and not served students are included. Fields displayed: Student Name, Student ID, Local ID, School Code, Birth Date, ESYS IEP Meeting Date, Service Begin/End Date, Days of Service and Primary Exceptionality. Generate this report prior to the ESYS deadline in October to verify all ESYS eligible students are included in the counts.

Report Tree Location	Report Title	Description
ESYS	Served (by Criteria)	This report provides a listing of students served in ESYS during a school year by Eligibility Criteria and Age. Fields displayed: Student Name, Student ID, Local ID, School Code, Birth Date, ESYS IEP Meeting Date, Service Begin/End Date, Days of Service and Primary Exceptionality Generate this report prior to the ESYS deadline in October to verify all ESYS served students are included in the counts.
ESYS	Summary	This report provides a summary of ESYS participants by school year, Eligibility Criteria and Exceptionality. Generate this report prior to the ESYS deadline in October to verify ESYS served counts.
Exit	By Disability, Reason, Age	This report displays exited students by exceptionality, exit reason and age. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Date, IEP/Service Plan Date, and Exit Date Generate this report at the end of school year (June 30th) to verify that all exited students are displayed with the correct exit date, exit reason and exceptionality.
Exit	Counted (Part B, Table 4 Student Listing of Children and Youth With Disabilities Exiting Special Education from Month DD, YYYY Through Month DD, YYYY)	This report displays exited students in alphabetical order during the date range identified. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age, Exceptionality, DRDS Date, IEP Service Plan Date, Exit Reason, and Exit Date Generate this report at the end of school year (June 30th) to verify all that exited students are displayed.
Exit	Summary (Table 4, Section A Report of Children and Youth With Disabilities Exiting Special Education from Month DD, YYYY Through Month DD, YYYY)	This report displays exit counts for students ages 14 and older by age, exceptionality and exit category for the date range selected. It also provides a combined count of all exceptionalities. Generate this report at the end of school year (June 30th) to verify exit counts.

Report Tree Location	Report Title	Description
FED Eval	Federal Evaluation Listing (Private Schools)	This report provides a listing summary of private school eligible students (students with current evaluations). The listing includes students included in the IDEA Child Count and exited students. Private school students are displayed by category: No Current Services Plan and Current Services Plan. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Date and IEP/*Service Plan Date Generate this report during the IDEA child count to verify all eligible public and private school students are listed.
FED Eval	Federal Evaluation Listing (Public and Private)	This report provides a listing summary of public and private school eligible students (students with current evaluations). The listing includes students included in the IDEA Child Count and exited students. Public and Private school students are displayed by category: No Current IEP Placement or Services Plan, Current IEP Placement, and Current Services Plan. Fields displayed: Student Name, State ID, Local ID, Site ID, Birth Date, and IEP/Service Plan Date Generate this report during the IDEA child count to verify all eligible public and private school students are listed.
FED Eval	Federal Evaluation Summary (Private Schools)	This report provides a summary of private school eligible students (students with current evaluations). Counts include students included in the IDEA Child Count and exited students. These counts are used in the application process. Private school counts are displayed age group (3-5, 6-21 and 3-21) and by category: No Current Services Plan and Current Services Plan. Generate this report during the IDEA child count to verify all eligible private school students are included in the counts.

Report Tree Location	Report Title	Description
FED Eval	Federal Evaluation Summary (Public and Private)	This report provides a summary of public and private school eligible students (students with current evaluations). Counts represent students included in the IDEA Child Count and exited students. These counts are used in the application process. Public and Private school counts are displayed by category: No Current IEP Placement or Services Plan, Current IEP Placement, and Current Services Plan. Generate this report during the IDEA child count to verify all eligible public and private school students are included in the counts.
General	Extended Detail for Counted Lists by Type	
General	Disciplinary Removal Detail	This report displays students with disciplinary removals for a given school year. Fields displayed: Name, State ID, Site Code, Exceptionality, Disciplinary Reason, Disciplinary Type, Disciplinary Action Start Date, Disciplinary Action End Date, Number of Action Days and Discipline Table 5 Columns that Student was Counted In.
General	Disciplinary Removal Summary	Summary of Federal report Table 5-Disciplinary removals for SWD. Run detail report for listing of students represented in this report.
General	Duplicate Child Count Student Listing	This report displays students that are likely duplicated in the IDEA Child Count. The match is on Last Name, First Name, Birth Date and Gender or Last Name, Birth Date and Gender. Fields displayed: Student Name, State ID, Birth Date, Age, Gender, Exceptionality, DRDS Date, IEP Committee Date, School Code, and Jurisdiction Code Generate after the IDEA Child Count.
General	Duplicate Student Listing	This report displays students that are likely duplicated in the SER database. The match is on First Name, Last Name, and Date of Birth. Students will display if two of the listed criteria are the same. Fields displayed: Student Name, State ID, Local ID, Birth Date, Gender, Race/Ethnicity, School Code, Jurisdiction Code and Exit Date Generate at least once a month and prior to child counts.

Report Tree Location	Report Title	Description
General	Error Codes Report	This report displays the different Error codes that might show up in SER or in IEP forms section of SER. This report also tells what page the Error code will be found. Ex: Student, Jurisdiction, Screening, etc in SER or Transition, GSI, Accommodations, etc in IEP forms. Fields displayed: Code, Description, Solution and Is Warning.
General	Evaluation Extension Information Report	This report displays evaluations with extensions. Select report begin and end date. Can run by LEA or school. Fields displayed:
General	Evaluation Reporting	This report provides a listing of student evaluation information. User selects: Report Begin and End date, Evaluation Type, Exceptionality, and Group by School. Fields displayed: State ID, Last Name, First Name, Sex, Ethnicity, Local ID, Dissemination Date, Eval Type, Start Date, Primary Exceptionality, Team meeting date. Generate as needed.
General	IEP/Services Plan Reporting	This report displays alphabetical student listing of all IEP information. Fields displayed: State ID, Student Name, Ethnicity, Age, Eval Date/Waiver, Parental Decision, Primary Exceptionality, School Code, TMD, Student Profile Grade, and Grade on IEP, Placement Code and LEAP Code. Generate as needed.
General	LAA1 Report	This report provides a listing of students with an open special education activity record and a current IEP with the year selected. Fields displayed: State ID, Last Name, First Name, Site ID, LEAP Code, Team Meeting Date, Current Grade Code (from Student Profile page), Exceptionality Code, and Disseminated Date. Total Students and Total LAA1 students are also included. Generate this report to verify that all of the LAA1 students are identified in SER prior to final assessment identification deadline.

Report Tree Location	Report Title	Description
General	LAA2 Report	This report provides a listing of students with an open special education activity record and a current IEP with the year selected. Fields displayed: State ID, Last Name, First Name, Site ID, LEAP Code, Team Meeting Date, Current Grade Code (from Student Profile page), Exceptionality Code, and Disseminated Date. Total Students and Total LAA2 students are also included. Generate this report to verify that all of the LAA2 students are identified in SER prior to final assessment identification deadline.
General	Open Jurisdiction Record Report	This report provides a listing of all students with an Open Jurisdiction.
General	Parent/Guardian Listing	This report lists all Parent Guardian information for students with open jurisdiction in an LEA. Fields displayed: Student Name, State ID, School Site, Local ID, Birth Date, Profile Grade, Exceptionality Code, Parent Guardian Name, P/G Address, P/G City, P/G State, P/G Zip Code
General	Parent/Guardian Missing Address List	This report provides a listing of parents if there is no address information entered in SER. Addresses with partial or incorrect data will not display on this report. Fields include: Student Name, State ID, School Site, Local ID, Birth Date, Profile Grade, IEP Grade, Exceptionality Code, and P/G Name.
General	Personnel Table 2 - Detail	This report provides a detail listing of personnel employed to provide special education and related services for children with disabilities that are included in OSEP Personnel Table 2. Run with Personnel Table 2 Summary Report is grouped by categories of employment. Fields include: Provider Name, Site Code, Provider State ID (masked if name is populated), Object Code, Function Code, FTE from PEP, Teacher Cert Code, Summary Table Column
General	Personnel Table 2 - Summary	This reports the FTE for personnel employed to provide special education and related services for children with disabilities. This report mirrors the OSEP Personnel Table 2.

Report Tree Location	Report Title	Description
General	Purge Report	This report provides a student listing of students to be purged. Students will display on this report if there are no active dates within the last 5 five years on the student's records. Fields displayed: Student Name, State ID, Local ID, School Code, DOB, Evaluation Start Date, Report Disseminated Date, Last IEP Date, Program Exit, and Exceptionality Generate this report prior to the purge date to verify the students to be purged (marked inactive) and after the purge date to have a record of the students that were purged. Note: Inactive students are activated with the addition of a jurisdiction record.
General	SER/SIS Cross Check Report	This error report compares current SER data to SIS data for active students (not exited) with a current IEP. Any differences between the two systems are displayed. Students must be enrolled in a public school. Grade variances will appear if a student's SIS and SER grade differs + / – two grades. Valid grade combinations for infants and preschoolers are: 15/20, 20/25 and 01/25. Fields displayed from SER and SIS: Last Name, First Name, State ID, Local ID, Site, Birth Date, Ethnicity, Gender, Jurisdiction/LEA, and Grade. A 'Not Found in SIS Flag' is also displayed. Generate this report at least once a month in order to address any errors between the two systems. This is an error report; ideally there should be no students listed on this report.
General	SER/SIS Cross Check Report (Child Count Compare)	This error report compares MFP Child Counts of SER and SIS. Any differences between the two systems are displayed. Students must be enrolled in a public school and have a current IEP. Grade variances will appear if a student's SIS and SER grade differs + or – two grades. Valid grade combinations for infants and preschoolers are: 15/20, 20/25 and 01/25. Fields displayed from SER and SIS: Last Name, First Name, State ID, Local ID, Site, Birth Date, Ethnicity, Gender, Jurisdiction/LEA, and Grade. A 'Not Found in SIS Flag' is also displayed. Generate as needed after the MFP Child Count.

Report Tree Location	Report Title	Description
General	SIS/SER Cross Check Report	This error report compares current (not exited) SIS data to SER data with active enrollment records. Any differences between the two systems are displayed. Students must be enrolled in a public school and have a current IEP. Grade variances will appear if a student's SIS and SER grade differs + or – two grades. Valid grade combinations for infants and preschoolers are: 15/20, 20/25 and 01/25. Fields displayed from SER and SIS: Last Name, First Name, State ID, Local ID, Site, Birth Date, Ethnicity, Gender, Jurisdiction/LEA, and Grade Generate this report at least once a month. In order to address any errors between the two systems. This is an error report; ideally there should be no students listed on this report.
General	State Management	This error report displays students with invalid school codes due to IEP or services plan entries. A student with an IEP should have a public school code entered on the jurisdiction record. A student with a services plan should have a private school code entered on the jurisdiction record. If an IEP student has a private school code entered or a services plan student has a public school code entered in error, the student will display on this report. Fields displayed: Student Name, State ID, Local ID, School Code, Birth Date and Services Plan Date or IEP Date Generate this report during the IDEA Child Count in order to correct any school code errors.
General	Student Audit Report	This report displays history records on an individual student. History records are available for the following: Student, Parent Guardian, Jurisdiction, SpED Activity, Pre-Referral Activity, Evaluation, IEP and Service Generate this report as needed.

Report Tree Location	Report Title	Description
General	Student Detail Report	This report provides a summary of student IEP and evaluation data. Fields displayed: Student Name, SSN, DOB, LEA, Evaluation Date, IEP/*Services Plan Date, Primary Exceptionality, Placement Determination, LEAP Code, Grade, open services, Medical Impairments, and Exceptionality Detail Generate as needed.
General	Student Profile	This report provides a listing of all students in the SER database for an LEA. It includes exited students. Fields displayed: Exceptionality Code, Student Name, State ID, Local ID, School Code, Decision Start, Permission Start, DRDS, Previous DRDS and Program Exit Generate as needed.
Gifted/Talented	Gifted and Talented Student Listing by Exceptionality and Age	This report provides a listing of Gifted and Talented students by age and exceptionality. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Date, IEP/Services Plan Date and Secondary Exceptionality Generate this report during the IDEA Child Count to verify that all Gifted and Talented students are listed.
Gifted/Talented	Gifted and Talented Child Count	This report provides counts of Gifted and Talented students by age with current IEP and open services. Gifted and Talented counts are displayed by age and category: Gifted With Secondary Exceptionality, Talented With Secondary Exceptionality, Gifted Without Secondary Exceptionality and Talented Without Secondary Exceptionality Generate this report during the IDEA Child Count to verify all Gifted and Talented counts.

Report Tree Location	Report Title	Description
Gifted/Talented	LEA Summary	This report is counting every occurrence of a gifted or talented exceptionality as of a selected count date. A child who is gifted and talented is counted twice. A child who is gifted and talented (with an art detail and a music detail) is counted three times. A child who is gifted and speech impaired is counted once. Fields displayed: Grade, # Gifted, and # Talented Art, Music, Theater. Generate this report during the IDEA Child Count to verify all Gifted and Talented counts.
Gifted/Talented	Summary	This report provides counts of Gifted/Talented students separated by age (3-21+). Generate this report during the IDEA Child Count process to verify student counts by age.
IDEA	IDEA Child Count Student Listing by Exceptionality and Age	This report provides an alphabetical listing of students included the IDEA Child Count by exceptionality and age. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Date and IEP/*Services Plan Date Generate this report during the IDEA Child Count process to verify that students are assigned the correct exceptionality and date of birth.
IDEA	IDEA Child Count Alphabetical Student Listing by Teacher	This report provides an alphabetical listing of students included the IDEA Child Count by teacher. Teacher name is obtained from the Teacher Certification database. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age as of Count Date, Exceptionality, Disseminated Date, IEP/*Services Plan Date, Placement Service Determination and Current Grade (from the Student Profile page) Generate this report during the IDEA Child Count process to verify that students are assigned to the correct teachers/service providers.

Report Tree Location	Report Title	Description
IDEA	IDEA Child Count Alphabetical Student Listing	This report provides an alphabetical listing of students included the IDEA Child Count. Fields displayed: Student Name, State ID, Local ID, Date of Birth, Age as of Count Date, Exceptionality, Last Disseminated Date, IEP/*Services Plan Date and Placement Service Determination Generate this report during the IDEA Child Count process to verify that all students are counted.
IDEA	IDEA Child Count Alphabetical Listing of Students Not Counted by Reason	This error reports provides a list of students that will not be included in the final IDEA Child Count by reason. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age as of Count Date, Exceptionality, and IEP/IFSP/*Service Plan Date Generate this report during the IDEA Child Count process in order to resolve as many of the errors as possible prior to the count date.
IIDEA	Table 1 Report of Children With Disabilities Receiving Special Education Part B, Individuals With Disabilities Education Act, As Amended IDEA (Summary)	This report provides counts of students by Age (3-22+), Exceptionality, and Ethnicity. Generate this report during the IDEA Child Count process to verify the LEA IDEA counts.
IEP Forms	Draft + SER Flag	This report shows a listing of IEPs that are in DRAFT status followed by a listing of IEPs that are OFFICIAL and are ready to be submitted to SER. The report can be run for the whole LEA or for just one school. Fields displayed: Student Name, State ID, DOB, School Code, Grade, Team Meeting Date, and Date Created. Generate as needed.
IEP Forms	IEP Forms - Progress Reports Not Completed by Date	This report shows an alphabetical listing of students whose progress reports are not completed by date. Fields displayed: Team Meeting Date, Progress Report #, Educational Need, and Latest Progress Reporting Period.

Report Tree Location	Report Title	Description
IEP Forms	Report of Services	This report displays a listing of students with IEP forms in SER. The list may be sorted by Team Meeting Date and/or Trigger Date. Fields displayed: Student Name, State ID, Team Meeting Date, Status, IEP Type, Service Name, Service Begin Date, Regular Class Minutes, Regular Class Sessions, Community Minutes, Community Sessions and Special Class Sessions Generate this report as needed.
IEP Forms	Summary Reports	Exit Document, Expected # of Years To Graduate, IEP Type, Individual Evaluation/Waiver Date, IEP Members By Specialty, Educational Needs, Level of Academic Achievement and Functional Performance, Measurable Academic/Functional Goal, Personnel Responsible for Implementing Goal, Classroom Accommodations, Test Accommodations, Regular Classes, Activities With Non-Disabled Peers, ESY Criteria, Supports Needed for School Personnel, Assistive Technology, Students Total Instructional Day, Location of Services, Special Transportation, Preschool Students, Alternative to Regular High School Diploma, Age of Majority.
IEP Forms	X IEPs	This report provides an Alphabetical Listing of Students whose IEPs were not submitted to SER within 1 year of Team Meeting Date. Fields displayed: Team Meeting Date, Date Created, Exceptionality, and Status.
MFP	State MFP Child Count Alphabetical Listing	This report provides an alphabetical listing of students included the MFP Child Count. Fields displayed: Student Name, State ID, Local ID, School Code, Other School Attending, Birth Date, Exceptionality, and IEP/IFSP/*Services Plan Date Generate this report during the MFP Child Count to verify that all students are counted.
MFP	State MFP Child Count Student Listing by Exceptionality and Age	This report provides an alphabetical listing of students included in the MFP Child Count by teacher. Teacher name is obtained from the Teacher Certification database. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Exceptionality, and IEP/IFSP/*Services Plan Date Generate this report during the MFP Child Count process to verify that students are assigned to the correct exceptionality and date of birth.

Report Tree Location	Report Title	Description
MFP	State MFP Child Count Student Listing by Grade, Age, and Public/Non-Public	This report provides an alphabetical listing of students included in the MFP Child Count by Grade (from the Student Profile page), Age, Public and Non-Public. The grade from the IEP is displayed. Fields displayed: Student Name, State ID, Local ID, Site Code, Other School Attending, Birth Date, and IEP/IFSP/*Services Plan Date Generate this report during the MFP Child Count to verify that all students are counted in the correct grade.
MFP	State MFP Child Count Alphabetical Student by Teacher	This report provides an alphabetical listing of students included the MFP Child Count by teacher. Teacher name is obtained from the Teacher Certification database. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Exceptionality, IEP/IFSP/*Services Plan Date and Current Grade (from Student Profile page) Generate this report during the MFP Child Count process to verify that students are assigned to the correct teachers/service providers.
MFP	State MFP Child Count Alphabetical Listing of Children Not Counted	This error reports provides a list of students that will not be included in the final MFP Child Count. Fields displayed: Student Name, State ID, Local ID, School Code, Other School Attending, Date of Birth, Age, and IEP/IFSP/*Service Plan Date Generate this report during the MFP Child Count process in order to resolve as many of the errors as possible prior to the count date.
MFP	State MFP Child Count (summary)	This report provides counts of students by age groups (3-5, 6-11, 12-17, 18-21+ and 3-21+), exceptionality, public and non-public. Generate this report during the MFP Child Count process to verify that all students are counted by exceptionality and age.
MFP	State MFP Child Count by Disability, Ethnicity, and Gender (summary)	This report provides counts of students by Disability, Ethnicity, and Gender, Public and Non-public. Generate this report during the MFP Child Count process to verify student counts by Ethnicity and Gender.

Report Tree Location	Report Title	Description
MFP	State MFP Child Count by Grade, Age, and Public/Non-Public (summary)	This report provides counts of students by age groups (3-5, 6-11, 12-17, 18-21+ and 3-21+), grade (from the Student Profile page), public and non-public. Generate this report during the MFP Child Count process to verify student counts by grade.
New FAPE (2006 & Later)	By Setting, Disability, Age	This report provides a listing of students included in the FAPE count by Educational Placement, Disability and Age. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Dated, IEP/*Service Plan Date and Placement Service Determination. Generate this report during the idea child count process to ensure that students are counted in the correct placement determination, disability and age group. Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.
New FAPE	Counted	This Report provides an alphabetical listing of students included in the FAPE count. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age, Exceptionality, DRDS Date, IEP/*Service Plan Date, Educational Placement Code, and Placement Service Determination. Generate this report during the IDEA Child Count process to ensure that students are counted in the correct placement determination. Larger LEAs should make a written (email) request for the generation of this report by school. Due to timeout constraints.
New FAPE	LEP Listing	This report provides a listing of students included in the FAPE count by LEP. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Dated, IEP/*Service Plan Date and Placement Service Determination. Generate this report during the IDEA child count process.

Report Tree Location	Report Title	Description
New FAPE	Not Counted	This is an error report that lists students where there is a disagreement between the placement determination and the school site code. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, and Age as of Count Date, Exceptionality, and Placement Service Determination. Generate this report during the IDEA child count process. There should be no student listed on this report. Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.
New FAPE	Summary	This report provided counts of students by age (3-21), exceptionality and educational environment (placement determination). It also provides a count of students enrolled in private school and a count of students in correctional facilities. *This report converts the educational environment of students that were 5 at the time of the IEP, but turn 6 by the IDEA child count date. Generate this report during the IDEA child count to ensure that FAPE Child Count matches the IDEA Child Count. Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.
Post School Transition (PST)	PST Listing Alphabetical Listing of Students with Post School Transition Information	This report displays students with Post School Transition information entered for a given school year. Post School Transition Information is required for all exits except Death, Moved Out of State, and No Longer Receives Special Education Services. Fields displayed: State ID, Student Name, Age, Exit Date, Exit Plan Type, Contact Code, Post Secondary, Living Arrangement Plan to Work, and Career Code Generate as needed.
Post School Transition (PST)	PST Missing Alphabetical Listing of Students by Plan Requiring Post School Transition Information	This report displays students requiring Post School Transition information by school year and the type of Exit Plan required. It can also be sorted by Exceptionality and Exit Reason. Fields displayed: State ID, Student Name, Age, Exit Date, Exit Reason and Primary Exceptionality Generate as needed.

Report Tree Location	Report Title	Description
Post School Transition (PST)	PST Not Contacted Alphabetical Listing of Students with Contact Reason of Moved/Not Able to Contact	This report displays students in alphabetical order with a PST Contact Code of Moved/Not Able to Contact for a given school year. Fields displayed: State ID, Student Name, Age, Exit Date, Exit Plan Type, and Contact Code Generate as needed.
Rosters	Re-Evaluation Management Roster Students With Developmental Delay Turning Nine (9) Yrs Old	This report provides a listing of Developmental Delayed students with evaluations coming due within a selected school year by month. Fields displayed: Student Name, State ID, Local ID, School Code, Last IEP Date/*Services Plan, Last DRDS Date and Birth Date Generate this report at least once a year, prior to the beginning of a new school year.
Rosters	Re-Evaluation Management Roster Students With Developmental Delay Turning Nine (9) Years Old (summary)	This report provides counts of Developmental Delayed students turning nine years old with evaluations coming due within a selected school year by school and month. Generate this report as needed.
Rosters	IEP/Services Plan Management Roster	This report provides a listing of students with IEP/Service Plans coming due within a selected school year by month. Fields displayed: Student Name, State ID, Local ID, School Code, Last IEP Date/*Services Plan Date, and Exceptionality Generate this report at least once a year, prior to the beginning of a new school year.
Rosters	IEP/Services Plan Management Roster (summary totals)	This report provides counts of students with IEP/Services Plans coming due within a selected school year by school and month. Generate this report as needed.
Rosters	Re-Evaluation Management Roster	This report provides a listing of students with evaluations coming due within a selected school year by month. Fields displayed: Student Name, State ID, Local ID, School Code, Last IEP Date/*Services Plan, Last DRDS Date and Exceptionality Generate this report at least once a year, prior to the beginning of a new school year.

Report Tree Location	Report Title	Description
Rosters	Re-Evaluation Management Roster (summary totals)	This report provides counts of students with evaluations coming due within a selected school year by school and month. Generate this report as needed.
Service Reports	Export Services Listing	Export of pertinent services information for students with open services. This export contains little formatting to allow exporting into Excel or Access. Fields displayed: LEA code, LEA (Name), Site Code, Site (Name), Service, Service Start Date, Service Provider SSN, Service Provider (Name), Student Name, State ID, Local ID, Last Evaluation DRDS, Date of Birth, Exceptionality, Service Plan Flag, IEP/IFSP Date/Services Plan Date, Placement Determination and Current Grade Code (from Student Profile page) Generate as needed.
Service Reports	IDEA Services Listing	This report provides an alphabetical listing of students in IDEA count as of 10/01. Fields displayed: Student Profile Grade Code, IEP Grade Code, School Code, Last Eval DRDS/Waiver, Date of Birth, Exceptionality, and IEP/IFSP Date Serv. Plan DT.
Service Reports	IFSP Service	This report displays Infants (students below 3yrs) with open services by service and/or teacher. Fields displayed: Student Name, State ID, Local ID, School Code, DOB, Gender, Race, Service Start Date and IFSP Date. Generate as needed.
Service Reports	Service Listing by Service	This report displays students with open services by service and teacher. If a student has multiple services with multiple teachers/providers, the student will display under each service and teacher/provider. Fields displayed: Student Name, State ID, Local ID, School Code, Last Evaluation DRDS, DOB, Exceptionality, and IEP/IFSP/Services Plan Date Generate as needed.
Service Reports	Services Listing by Teacher	This report displays students with open services by teacher. If a student has multiple services with multiple teachers/providers, the student will display under each teacher/provider. Fields displayed: Student Name, State ID, Local ID, School Code, Last Evaluation DRDS, Date of Birth, Exceptionality, and IEP/IFSP/Services Plan Date Generate as needed.

Report Tree Location	Report Title	Description
zFAPE (2005 & Prior)	FAPE IDEA Part B Child Count Student Listing by Placement, Exceptionality and Age	This report provides a listing of students included in the FAPE count by Educational Placement, Disability and Age. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Last Disseminated Date, IEP/*Service Plan Date and Placement Service Determination Generate this report during the IDEA child count process to ensure that students are count in the correct placement determination, disability and age group. Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.
zFAPE	FAPE IDEA Part B Child Count Alphabetical Student Listing	This report provides an alphabetical listing of students included in the FAPE count. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age, Exceptionality, DRDS Date, IEP/*Service Plan Date, and Educational Placement Code, and Placement Service Determination Generate this report during the IDEA Child Count process to ensure that students are counted in the correct placement determination. Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.
zFAPE	Alphabetical Listing of Students Not Reported On the FAPE IDEA Part B Child Count	This is an error report that listed students where there is disagreement between the placement determination and the school site code. Fields displayed: Student Name, State ID, Local ID, School Code, Date of Birth, Age as of Count Date, Exceptionality, and Placement Service Determination Generate this report during the IDEA child count process. There should be no student listed on this report. Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.

Report Tree Location	Report Title	Description
zFAPE	Part B, Individuals With Disabilities Education Act Implementation of FAPE Requirement (summary)	This report provides counts of students by age (3-21), exceptionality and educational environment (placement determination). It also provides a count of students enrolled in private school and a count of students in correctional facilities. Generate this report during the IDEA child count to ensure that FAPE Child Count matches the IDEA Child Count. Larger LEAs should make a written (email) request for the generation of this report by school due to timeout constraints.

Appendix F – Child Count Not Counted Reasons

Students are included in child count if a current evaluation, a current IEP exists and the student is receiving services as of the count date. Students will appear on the not counted report if errors are detected with the IEP, services or age of the student.

MFP Not Counted Reasons
IEP TYPE = 1 (INTERIM) OR 4 (DECLASSIFICATION) The IEP type must be Initial or Review. Students on a temporary IEP cannot be counted.
INFANT/TODDLER GREATER THAN 3 YEARS OLD Student is too old to be in the infant toddler program. The student is > 3 years old with a current IFSP and has at least one open (not terminated) service. Check date of birth, if correct student must be on an IEP or Services Plan. Or terminated the open services.
INVALID IEP/PLACEMENT and/or SERVICES PLAN The IEP or Services is out of date (older than 1 year) or no IEP or Services Plan exists in the system. Add the IEP or Services Plan or enter a SpED exit date, as appropriate.
NO ACTIVE IFSP SERVICE INFORMATION FOUND The infant toddler is < 3 years old and has a current IFSP exists, but no IFSP service has been entered. Enter IFSP service(s), as appropriate.
NO ACTIVE SERVICES FOUND AS OF COUNT DATE The service begin date must be on or before the count date. Enter services as identified on the IEP or if the student has moved, attempt to locate the student so SER data can be updated.
OUT OF DATE IFSP The IFSP is older than 1 year; the infant/toddler is < 3 years old and has open (not terminated) services. If the infant is no longer in the program, terminate services. If the infant is still in the program, add the new IFSP.
PARENTAL DECISION CODE ON IEP/PLACEMENT = R (REFUSED) AND NO CURRENT SERV. PLAN The parent decision on the IEP must be Approved or a Services Plan must exist. If the parent refuses the IEP, the student will not be included in child count.
PRIMARY EXCEPTIONALITY = 07 AND STUDENT AGE NOT = LESS THAN 10 YEARS OLD The student's primary exceptionality is Developmental Delay and the student is 9 years old or older. This student must be reclassified or correct the date of birth, as appropriate.
STUDENT AGE 22 OR OLDER AS OF SEPTEMBER 1ST The student's must be age 21 or younger on the count date. Students older than 21 years old on the first day of class cannot be included in child count per MFP Law. These students can be served until age 22. Verify that the birthday is correct.
IDEA Not Counted Reasons
IEP TYPE = 1 (INTERIM) OR 4 (DECLASSIFICATION) The IEP type must be Initial or Review. Students on a temporary IEP cannot be counted.
INVALID IEP/PLACEMENT and/or SERVICES PLAN The IEP or Services is out of date (older than 1 year) or no IEP or Services Plan exists in the system. Add the IEP or Services Plan or enter a SpED exit date, as appropriate.

NO ACTIVE SERVICES FOUND AS OF COUNT DATE The service begin date must be on or before the count date. Enter services as identified on the IEP or if the student has moved, attempt to locate the student so SER data can be updated.
PARENTAL DECISION CODE ON IEP/PLACEMENT = R (REFUSED) AND NO CURRENT SERV. PLAN The parent decision on the IEP must be Approved or a Services Plan must exist. If the parent refuses the IEP, the student will not be included in child count.
PRIMARY EXCEPTIONALITY = 07 AND STUDENT AGE NOT = LESS THAN 10 YEARS OLD The student's primary exceptionality is Developmental Delay and the student is 9 years old or older. This student must be reclassified or correct the date of birth, as appropriate.
FAPE Not Counted Reasons
STUDENTS RECEIVING SPECIAL EDUCATION IN A FACILITY THAT DOES NOT CORRESPOND WITH THEIR PLACEMENT SERVICE DETERMINATION The student placement on the IEP is does not agree with the Sponsor Site System (SPS) school site Facility Type code. Correct the school site code or the placement, as appropriate. If Placement 09 (Separate School), SPS Facility must be 18 – Special School If Placement 10 (Residential Facility) , SPS Facility must be 11- Boarding School or 16 - Shelter If Placement 19 (Correctional Facility), SPS Facility must be 05 – Correctional Facility or 15 Delinquent Children. If Placement 20 (Parentally Placed in Private Schools), site code must be 5XXXXX-9XXXXX or begin with 'I' and student must be age 6 or older.
STUDENT'S AGE IS NOT VALID FOR PLACEMENT DETERMINATION CODE The student is age 6-21+ with a 3 – 5 (preschool placement) or the student is age 3-5 with a 6-21+ age placement. Correct the student's date of birth or assign the correct placement.

Table of Figures

Troubleshooting

If errors are encountered within the SER application, please collect the following information:

- Your User ID
- The State ID of the student record accessed
- The record or the page being updated or added

If an error message is displayed on the screen:
1. Press the Print Screen button on the keyboard. This takes a picture of what is currently displayed on the screen.
2. Open your word processor, such as Microsoft Word, and start a new document.
3. Select Paste from the Edit menu. An image of your screen should appear in the contents of the documents.
4. Save the document.
5. Open your email program and start a new email.
6. Attach the document created in steps 2-4 as a file attachment to the email.
7. In the body of the email, please describe in as much detail as possible what you were attempting to do along with the information above (your user ID, the student's State ID and type of record and record being modified or added).

Susan Kaufman, Special Education Data Manager
Email: Susan.Kaufman@LA.gov
Office Phone: (225) 342-1856

Definitions

Cookie
An HTTP cookie (usually called simply a cookie) is a packet of information sent by a server to a World Wide Web browser and then sent back by the browser each time it accesses that server. They were invented by Lou Montulli, a former employee of Netscape Communications.
Source: http://en.wikipedia.org/wiki/Web_cookie

HTML
In computing, Hypertext Markup Language (HTML) is a markup language designed for the creation of web pages and other information viewable in a browser. The focus of HTML is on the presentation of information—paragraphs, fonts, italics, tables, and so forth—rather than the semantics—what the words mean.
Source: http://en.wikipedia.org/wiki/HTML

Web browser
A web browser is a software package that enables a user to display and interact with documents hosted by web servers. Popular browsers on the PC include Opera, Microsoft Internet Explorer and Mozilla Firefox. A browser is the most commonly used kind of user agent. The largest networked collection of linked documents is known as the World Wide Web.
Source: http://en.wikipedia.org/wiki/Web_browser

Index